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This instruction implements AFD 10-9, *Lead Operating Command Weapon System Management*; AFD 11-2, *Aircraft Rules and Procedures*; and AFD 11-4, *Aviation Service*. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and provides guidance on how to structure and monitor a Stan/Eval program. It is applicable to all units assigned to or gained by major commands (MAJCOMs) and applies to commanders, operations supervisors and aircrew personnel assigned or attached to all flying activities of these commands. This publication applies to Air Force Reserve Command, the Air National Guard, and to USAF aircrew personnel assigned to active flying positions in the Civil Air Patrol. MAJCOMs, field operating agencies (FOAs) and Headquarters United States Air Force (HQ USAF) direct reporting units (DRUs) will supplement this instruction. MAJCOMs, FOAs and HQ USAF DRUs will coordinate their supplement to this instruction with HQ USAF/A3O-AT before publication and forward one copy to HQ USAF/A3O-AT after publication. Units will coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable, prior to publication. Air Force Reserve Command (AFRC)/Air National Guard (ANG) units will provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with Stan/Eval oversight responsibility. Units will forward one copy of their supplement to said higher headquarters after publication. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through Stan/Eval channels, to HQ USAF/A3O-AT, 1480 Air Force Pentagon, Washington DC 20330-1480.

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(PACAF) This supplement implements and extends the guidance of Air Force Instruction 11-202, Volume 2, *Aircrew Stan/Eval Program*, 13 September 2010. It provides additional guidance to AFI 11-202, Volume 2, and applies to Pacific Air Forces (PACAF) assigned aircrew. When rules, restrictions, and provisions indicated in this supplement are less restrictive than applicable aircraft flight, training, and evaluation directives, the more restrictive directives apply. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force RDS located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to HQ PACAF/A3TV using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through Stan/Eval channels. This supplement also applies to PACAF-gained ANG and AFRC aircrew.

(8FW) This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-202V2, *Aircrew Standardization/Evaluation Program*, 13 Sep 10 and PACAF Supplement,

(8FW) 11 Aug 11. This supplement applies to all pilots assigned or attached to flying activities within the 8th Operations Group (8 OG), Kunsan Air Base, Korea. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

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SUMMARY OF CHANGES

This revision updates the aircrew definition, modifies program objectives and clarifies waiver authorities (**Chapter 1**); updates Air Force, MAJCOM, and Numbered Air Force (NAF) responsibilities and functions (**Chapter 2**); updates unit Stan/Eval functional and organizational guidance (**Chapter 3**); updates Flight Examiner guidance (**Chapter 4**); updates aircrew qualification evaluation guidance (**Chapter 5**), to include new guidance on initial cadre members; updates guidance for the aircrew examination program (**Chapter 6**); updates documentation guidance (**Chapter 7**), to include initial cadre documentation, and deletes AF Form 1381 (moved to AFI 11-202 Vol 1); updates guidance on specialized aircrew requirements and provides new guidance on documentation required for these members (**Chapter 8**); updates guidance on FCIFs and special interest items (**Chapter 9**), and adds guidance on supplementary evaluations to this chapter; deletes the former Attachment 9; updates examples and makes administrative changes throughout the AFI, and realigns chapter content from the previous publication.

(PACAF) This supplement has been significantly revised and should be reviewed in its entirety.

(8FW) This publication has been substantially revised in order to be fully incorporated into AFI 11-202V2_PACAF SUP. Readers should review this publication in its entirety.

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Chapter 1

PURPOSE

1.1. General.

1.1.1. The purpose of the aircrew Stan/Eval program is to provide commanders a tool to validate mission readiness and the effectiveness of unit flying, including documentation of individual aircrew member qualifications and capabilities.

1.1.2. Aircrew includes the total complement of rated (pilots, navigators, combat systems operators (CSOs), air battle managers, and flight surgeons), career enlisted aviators (1AXXX Air Force Specialty Codes), and nonrated aircrew personnel (K-, Q-, or X-prefixed Air Force Specialty Code) responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft's mission. See also AFD 11-4, *Aviation Service*.

1.1.2.1. Includes members in initial formal training for immediate assignment to an authorized operational flying position.

1.1.2.2. This program is not required for cadets participating in US Air Force Academy (USAFA) airmanship programs.

1.2. Objectives.

1.2.1. Provide a system to assess and document individual aircrew proficiency and capability to accomplish assigned flying duties.

1.2.2. Develop and ensure standardization of operational procedures for weapon system employment.

1.2.3. Ensure compliance with appropriate operational, training, and administrative directives.

1.2.4. Evaluate and revise operational directives, procedures, and techniques as required.

1.2.5. Recognize trends and recommend/initiate changes to training programs and directives.

1.3. Waiver Authority.

1.3.1. Unless otherwise specified, HQ USAF/A3O-A is the waiver authority for this instruction. **EXCEPTION:** MAJCOM/A3 is the waiver authority for individual aircrew requirements, but may not approve blanket or group (two or more aircrew) waivers.

1.3.2. Request waivers through applicable Stan/Eval channels to MAJCOM/A3,(or equivalent). As applicable, MAJCOM/A3s will forward requests to HQ USAF/A3O-A, with an info copy to HQ USAF/A3O-AT.

1.3.3. Waiver authority for supplemental guidance will be as specified in the supplement and approved through higher level coordination authority.

Chapter 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

2.1. Scope. For the purposes of this instruction Higher Headquarters (HHQ) includes Air Staff, MAJCOM and NAF Stan/Eval functions.

2.2. Air Staff.

2.2.1. HQ USAF/A3O-A:

2.2.1.1. Sets policy and guides the conduct and execution of the aircrew Stan/Eval program.

2.2.1.2. Assigns HQ USAF/A3O-AT as the Office of Primary Responsibility (OPR) for this instruction.

2.2.2. HQ USAF/A3O-AT:

2.2.2.1. Reviews and maintains this instruction.

2.2.2.2. Reviews MAJCOM supplements to this AFI to ensure MAJCOMs comply with basic policy guidance in this instruction.

2.2.2.3. Maintains liaison with Air Staff organizations, MAJCOMs, and aircrew career field managers to ensure compliance by all aircrew personnel.

2.2.2.4. Coordinates with Air Staff organizations and MAJCOM Stan/Eval functions to ensure guidance in separate AFIs conforms to and complies with basic Air Force policy guidance contained in this instruction.

2.2.3. HQ USAF/A3O-AS:

2.2.3.1. Coordinates with HQ USAF/A3O-AT regarding pararescue (PJ) and combat rescue officer (CRO) aircrew policy guidance.

2.2.3.2. Ensures PJ and CRO guidance in separate AFIs conforms to and complies with basic Air Force policy guidance contained in this publication.

2.2.3.3. Is OPR for Guardian Angel (GA) requisites at the Air Force Level.

2.2.4. HQ AFFSA/A3OT: Maintains an online Instrument Examination test bank IAW AFMAN 11-210, *Instrument Refresher Program (IRP)*.

2.2.5. AFMOA/SG3P:

2.2.5.1. Coordinates with HQ USAF/A3O-AT to ensure Flight Surgeon evaluations comply with basic policy guidance in this instruction (see [Chapter 8](#)).

2.2.5.2. Is OPR for the Flight Surgeon requisites at the Air Force level.

2.2.6. COMBAT CAMERA CFM: Coordinates with HQ USAF/A3O-AT and MAJCOM Stan/Eval functions to ensure Combat Camera evaluations comply with basic policy guidance in this instruction (see [Chapter 8](#)).

2.3. MAJCOMs.

2.3.1. General.

2.3.1.1. MAJCOM Stan/Eval staffs are primarily responsible for setting policy and establishing administrative processes. Lower echelons of command are primarily responsible for the flying and evaluation functions.

2.3.1.1.1. (**Added-PACAF**) PACAF/A3TV maintains a SharePoint site which contains relevant PACAF Stan/Eval information.

2.3.1.2. MAJCOM Stan/Eval staffs may fly to maintain current and qualified expertise.

2.3.1.3. HQ USAF DRUs and the ANG Bureau (ANGB) are considered MAJCOMs for purposes of this instruction.

2.3.2. Functions.

2.3.2.1. In coordination with the appropriate lead MAJCOM, develop and manage applicable AFI11-2MDS, Vol 2, *MDS XX - Aircrew Evaluation Criteria*.

2.3.2.1.1. Some Volumes 2 may be aircrew specific [such as the Aeromedical Evacuation (AE) series] and some may be functionally specific [such as the Flight Test (FT) series].

2.3.2.1.2. MAJCOM functionals will determine policy precedence for AE/FT/PJ/CRO/GA and MDS-Specific policy guidance, in coordination with the other AFI OPRs. Policy guidance in other series AFIs will not be less restrictive than guidance contained in this AFI and applicable MAJCOM supplements.

2.3.2.2. Convene conferences and working groups, as necessary, to review and improve command Stan/Eval policies and procedures.

2.3.2.3. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the MAJCOM level to units (see [Chapter 9](#)).

2.3.2.4. Establish guidance for MAJCOM-mandated Stan/Eval software.

2.3.2.5. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels [OGV, NAF (if applicable), MAJCOM] and IAW AFI 11-215, *USAF Flight Manuals Program (FMP)*. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility.

2.3.2.6. Assist lead MAJCOMs with the review, updating and distribution of MDS-Specific Master Question Files (MQFs) (see [Chapter 6](#)).

2.3.2.7. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with the lead MAJCOM and other user MAJCOMs operating like Mission Design Series (MDS) aircraft.

2.3.2.8. If requested, assist Safety offices and agencies in evaluation of aircraft mishaps.

2.3.2.9. In the absence of a NAF Stan/Eval function, assume responsibilities listed in paragraph [2.4](#).

2.3.2.10. Observe and/or augment subordinate NAF Stan/Eval visits when feasible.

2.3.2.11. Observe execution of unit missions and provide feedback when feasible.

2.3.3. **Organization.**

2.3.3.1. MAJCOM Commanders will designate the MAJCOM/A3 (or equivalent) responsible for the overall management of the MAJCOM Stan/Eval program.

2.3.3.2. MAJCOM Stan/Eval staff will consist of a chief and one aircrew member per crew position per MDS, or as directed by MAJCOM/A3s.

2.3.4. **Supplements.** MAJCOMs will supplement this instruction IAW AFI 33-360, *Publications and Forms Management*.

2.3.4.1. MAJCOMs will provide staff coordination to AF/A3O-AT for supplements to this AFI.

2.3.4.2. AFRC and ANG will provide supplemental information to be included as part of the respective active duty MAJCOM supplement to this instruction

2.3.5. **Augmentation.** Each MAJCOM may use augmentees from other MAJCOMs to support or conduct cross-command Stan/Eval program reviews, inspections, and evaluations with concurrence of all the MAJCOM Stan/Eval organizations involved. Augmentees will use the criteria of the MAJCOM they are augmenting.

2.3.5.1. **(Added-PACAF)** NGB/A3O, AFRC/A3V and PACAF/A3T may develop a standing Memorandum of Agreement (MOA) regarding cross-command evaluation procedures. A copy of the MOA will be posted on the PACAF/A3TV SharePoint site. Any evaluations accomplished under the provisions of the MOA will be designated in the Operations Group Standardization/Evaluation (OGV) semi-annual Stan/Eval Board (SEB) minutes submitted to PACAF/A3TV.

2.4. NAFs.

2.4.1. **General.** NAF Stan/Eval (MAJCOM Stan/Eval when no NAF Stan/Eval exists) will maintain a tactical focus and perform the operational role in evaluating unit Stan/Eval functions within its chain of command.

2.4.2. **Functions.**

2.4.2.1. Maintain oversight of Stan/Eval functions in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.4.2.2. Conduct Stan/Eval visits IAW MAJCOM supplements/directives.

2.4.2.3. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility.

2.4.2.4. Provide staff coordination and control of all FCIF items issued from the NAF level to units (see [Chapter 9](#)).

2.4.2.5. Provide qualified flight examiners to augment other MAJCOM and NAF agencies when requested (see paragraph [2.3.5](#)).

2.4.2.6. Administer periodic flight evaluations, when practical, to Chiefs of Stan/Eval or senior Stan/Eval crews in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.4.2.7. Observe execution of unit missions and provide feedback when feasible.

2.4.2.8. Review and coordinate on subordinate unit supplements to this instruction.

2.4.2.9. Review subordinate unit Stan/Eval Board (SEB) minutes and, at a minimum, address any action items requiring HHQ assistance.

2.4.3. **Organization.** Typical NAF Stan/Eval staff includes a chief and one flight examiner per crew position per MDS. Manning may be adjusted by the NAF Commander.

2.4.4. **Augmentation.** Each NAF may use qualified augmentees to support or conduct reviews, evaluations, and inspections with concurrence of all the NAF Stan/Eval organizations involved.

2.5. Stan/Eval Visits (SEVs). HHQ Stan/Eval staffs may visit units during the administration of formal inspections (e.g. Unit Compliance Inspections), Staff Assistance Visits (SAVs), or in an informal capacity, as specified in MAJCOM supplements.

2.5.1. **(Added-PACAF)** Aircrew Standardization/Evaluation Visit (ASEV) notification will be IAW HQ PACAF ASEV Guide. ASEVs will be conducted IAW the PACAF ASEV guide (obtain a copy via the PACAF/A3TV SharePoint site). The purpose of the ASEV is to determine the effectiveness of the unit Stan/Eval; assess the capability of the Chief of Stan/Eval, flight examiners, instructors, and unit crew members to evaluate, instruct, and perform the unit mission; identify operational or training factors adversely affecting aircrew capabilities; and provide quality feedback to commanders. Details regarding PACAF/A3TV oversight of unit Aerial Demonstration programs may be found in the PACAF ASEV Guide, located on the PACAF SharePoint site.

2.5.2. **(Added-PACAF)** HQ PACAF/A3TV flight examiners will normally accomplish six Continuation Training trips per year. Flight examiners will informally coordinate with flying units and OGV to ensure flying requirements can be met.

2.5.2.1. **(Added-PACAF)** Base support will include billeting and vehicle support. Joint Base Pearl Harbor-Hickam Restricted Area Badge (AF Form 1199C) will be used in conjunction with an Entry Authorization List for flight line access.

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Scope. For purposes of this instruction, "unit" includes levels of organization under HHQs required to establish a Stan/Eval function. Most units are composed of an Operations Group (OG) and flying squadrons/detachments (henceforth in this AFI, "squadron" will be used synonymously with "detachment"). Where there is no parent OG, squadrons will assume duties listed for OGs.

3.2. Operations Group. The conduct of the unit level Stan/Eval program is directed by the OG/CC.

3.2.1. OG/CC Responsibilities.

3.2.1.1. Provide manpower to the unit Stan/Eval function to execute the duties directed by this AFI.

3.2.1.2. Designate OG Stan/Eval (OGV) flight examiners (see paragraph 4.2.3).

3.2.1.3. Provide the means to procure the necessary materials for mission planning, pre-flight briefings, and flying supervision.

3.2.1.4. Provide a suitable Stan/Eval testing area.

3.2.1.5. Direct supplementary evaluations (see Chapter 9).

3.2.1.6. Chair the SEB.

3.2.1.7. Establish procedures to implement MAJCOM-mandated Stan/Eval software.

3.2.2. OGV Functions.

3.2.2.1. At the OGV level, emphasis is on overall unit standardization. Under direction of the Chief of OGV, flight examiners will ensure standardization among squadron Stan/Eval functions and squadron-assigned flight examiners.

3.2.2.2. Establish procedures for review and quality control of AF Forms 8, *Certificate of Aircrew Qualification*, and (if applicable) AF Forms 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*.

3.2.2.3. Establish procedures to maintain and review unit Flight Evaluation Folders (FEFs). If not maintained by the squadron Stan/Eval function, maintain unit FEFs.

3.2.2.4. Establish procedures for requisite Aircrew Exams (see Chapter 6).

3.2.2.5. Establish and maintain a trend program.

3.2.2.5.1. Scope will include trend analysis of all evaluations.

3.2.2.5.1.1. **(Added-PACAF)** Trend analysis will include all flight evaluations and emergency procedure evaluations (EPEs) as well as all requisite and periodic written examinations. Flight examiners, instructor pilots (IPs), and unit supervisors may identify trends to OGV for performance observed outside of evaluations. Units will define procedures in the unit supplement to this instruction for identified trends.

3.2.2.5.1.2. **(Added-8FW) Trend Management.** OGV will identify trends and determine methods to ensure trend areas are corrected. Possible trend areas include missed test questions, repeat checkride downgrades, improper flight procedures identified in IP/SEFE meetings, ground or flight supplementary evaluation findings, etc.

3.2.2.5.1.3. **(Added-8FW) Analysis.** The 8 OG/OGV will determine examination trends from periodic and requisite testing utilizing PEX trend features when available. To identify flight related trends, 35 FS and 80 FS/CCV will continuously compile all flight and EPE information from AF Forms 8 and FE/IP inputs and report that information using the electronic 8 OG Trend Tracker Spreadsheet (See [Attachment 15](#)). 8 OG/OGV will compile this data and determine trends no later than the 5th working day following the end of each quarter, and will brief flight evaluation and EPE trends during the semi-annual SEB.

3.2.2.5.1.4. **(Added-8FW) Nomination.** FEs, IPs, and flight leads may nominate informal trend areas to 8 OG/OGV for performance during or outside of evaluations.

3.2.2.5.1.5. **(Added-8FW) Reporting.** The 8 OG/OGV will compile all trends/discrepancies and disseminate via an FCIF Part C to pilots by the 15th working day after each quarter. CCV will be responsible for briefing the trend areas to all pilots. Flight and EPE trends will additionally be briefed by CCV to all IPs.

3.2.2.5.1.6. **(Added-8FW) Corrective Action (OCR/OPR).** Each trend area identified will receive a unique ID for the purposes of tracking. Testing trends on periodic exams will be retested on the next half's test. For informal trend areas, 8 OG/OGV will assign an OPR, recommend corrective action (e.g. training, testing, questionnaires, SII etc.), and report trend areas and status during the semi-annual SEB until closed. IPs/FEs will emphasize Flight and EPE trends during daily flights and evaluations and report observations to 8 OG/OGV at IP meetings and the semi-annual SEBs.

3.2.2.5.1.7. **(Added-8FW) Closeout/Removal.** Closeout of testing trends will occur when periodic/semi-annual testing is completed and the trend does not recur. Informal/Evaluation Trends will be closed when a corrective action has been applied and the effectiveness of this action has been verified (e.g. via supp eval, testing, etc) Removal of trends will be accomplished via FCIF Part C once the trend closeout is complete. Closed trends will be maintained on file for one year.

3.2.2.5.2. For units with more than one type of MDS and/or crew positions, combine discrepancies common to all MDSs/crew positions to determine trends (e.g., instrument procedures).

3.2.2.5.3. For Formal Training Units (FTUs) and Combat Crew Training Squadrons (CCTSs), maintain separate trend data for students and instructors.

- 3.2.2.5.4. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR).
- 3.2.2.5.5. Report trends and status to the OG/CC during the SEB until closed (see [Attachment 2](#)). Maintain an archive of trend data for at least one year from the date the trend was identified.
- 3.2.2.5.5.1. **(Added-PACAF)** Units may include minimum sample size and percentages that constitute a trend in the unit supplement to this instruction. An evaluation area or test question with a discrepancy rate of 15% or higher is considered a trend unless inherent system capability dictates otherwise. If sample size is less than 20, three discrepancies are considered a trend.
- 3.2.2.5.5.2. **(Added-8FW)** Minimum sample size is greater than five samples.
- 3.2.2.6. Conduct supplementary evaluations as directed by the OG/CC.
- 3.2.2.7. Conduct SEBs and document IAW [Attachment 2](#) and MAJCOM supplement.
- 3.2.2.7.1. **(Added-PACAF)** Conduct SEBs semi-annually at a minimum.
- 3.2.2.7.2. **(Added-PACAF)** Complete the SEB as soon as practical after the end of the semi-annual period (periods end 30 June and 31 December), not to exceed 60 days.
- 3.2.2.7.3. **(Added-PACAF)** Forward SEB minutes to PACAF/A3TV and MDS-similar PACAF units within 30 days following the SEB. Include all flight evaluation and EPE discrepancies noted during the semi-annual period.
- 3.2.2.7.4. **(Added-PACAF)** Include the following in the unit SEB minutes.
- 3.2.2.7.4.1. **(Added-PACAF)** Personnel Attending:
- 3.2.2.7.4.1.1. **(Added-PACAF)** List required members who are absent and reason for absence.
- 3.2.2.7.4.2. **(Added-PACAF)** Overview:
- 3.2.2.7.4.2.1. **(Added-PACAF)** Enter all flight evaluation and EPE discrepancies, whether trend items or not.
- 3.2.2.7.4.2.2. **(Added-PACAF)** Report trends and follow up action.
- 3.2.2.7.4.2.3. **(Added-PACAF)** Identify each trend by a unit trend number (e.g., 18-11-1 for the 18 WG's first identified trend in 2011), MDS, and short title. The narrative will include a statistical report of the number of times a trendable area was evaluated and identified in each squadron.
- 3.2.2.7.4.2.4. **(Added-PACAF)** Supplementary Evaluations and results.
- 3.2.2.7.5. **(Added-PACAF)** HQ PACAF/A3TV will review all SEB minutes to identify MAJCOM-wide trends and notify PACAF units when a possible trend is identified.
- 3.2.2.7.6. **(Added-8FW) Stan/Eval Board (SEB).** 8 OG/OGV is the OPR concerning scheduling, attendance, agenda, and reporting. Barring leave or TDY, the desired board members include: 8 OG/CC/CD/OGV, 8 OSS/CC/OSA, 35 FS and 80

FS/CC/CCV, 8 FW/SE, 8 FW/SEF, and all available FEs. Desired attendees that are unable to attend the meeting will be provided a copy of the meeting slides and minutes (which will also be posted on the 8 OG/OGV sharepoint website).

3.2.2.7.6.1. **(Added-8FW)** Bi-Annual CCV SEFE Meeting. CCVs will host a bi-annual SEFE meeting in April and October, opposite the OGV SEB, to insure squadron SEFEs are discussing trend data, evaluation techniques and procedures. CCV will forward any identified trends/issues to OGV.

3.2.2.8. Establish and maintain the unit FCIF program.

3.2.2.9. Establish procedures to manage the flight publications program IAW AFI 11-215 and TO 00-5-1.

3.2.2.10. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility.

3.2.2.11. Ensure annual Military Training Route (MTR) and Air Refueling (AR) Track reviews (for the MTRs and ARs for which the unit is OPR) are accomplished and documented IAW AFI 13-201, *Airspace Management*. Document status of reviews in the SEB minutes (see [Attachment 2](#)).

3.2.2.11.1. **(Added-PACAF)** OGV should ensure MTR and AR Track reviews are conducted if an organization within their wing is listed in Flight Information Publication (FLIP) *Area Planning* as the Originating Activity or Scheduling Activity for MTRs, or the Scheduling Unit for AR Tracks.

3.2.2.12. Manage the Operations Supervision program as applicable IAW AFI 11-418, *Operations Supervision*.

3.2.2.13. **(Added-PACAF)** Topics in [Table 3.1 \(Added\)](#) are provided as an aid to publishing a unit supplement but are not limiting. [Table 3.1 \(Added\)](#) should not be used as a sole source for topics.

Table 3.1. (Added-PACAF) Unit Supplement Topics.

- OGV manning policy
- Flight examiner nomination, training, and documentation process
- Unit stan/eval programs, responsibilities, OPRs, and OCRs
- Evaluation Procedures
-- Use of flight examiner guides to include pre and post briefing requirements
-- Evaluation profiles (if desired) to include OPRs, use of, and review procedures
--- Grading policies for areas/subareas not required by 11-2MDS, Volume 2
-- No-notice program to include notification time, objectives, and goals
-- Requisite Procedures
--- Boldface/Critical Action Procedures (CAPs) exam procedures and documentation
--- Local testing, test sources, and failed written exam procedures
--- Publication check procedures to include publications required to be checked
- AF Form 8 management
-- Review policy, quality control measures, suspense tracking methods

-- Reviewing and final approving officials
- Procedures to maintain and review unit FEFs
-- Items authorized to be included
- Supp/Eval programs and SAVs. Include areas to be reviewed, frequency, documentation, and disposition of findings
- Aircrew Examination Program
-- How program is implemented in conjunction with evaluations
-- Procedures for reviewing and updating MQFs and prepared exams
-- Procedures for grading requisite Boldface/CAPs exams prior to next flight
-- Optional unit periodic exams and the disposition of failed exams
-- Flight surgeon exams
-- Tactics exam documentation (if applicable for MDS)
- Trend program to include minimal sample size, corrective action, OPR/OCR, and reporting
- Temporary flight evaluation certification procedures
- Positive control system (Go/No-go) procedures and policy
-- Off-station Go/No-go procedures and policy
-- Off-station Boldface/CAPs completion requirements
- Management of HHQ/local Special Interest Items (SIIs) to include procedures for reviewing and rescinding local SIIs
- 847 programs and administration
- Local forms used
- Recurring stan/eval reports
- OPRs for developing and maintaining local area briefings
- Briefing/mission planning room requirements and materials
- OPR for maintenance of Supervisor of Flying and simulator publications

3.2.2.13.1. **(Added-PACAF)** Forward the following to PACAF/A3TV within 30 days of publication: unit supplements to this instruction and aircraft/pilot operational procedures; unit-developed inflight publications (inflight guides, flight crew bulletins, flight examiner guides, etc.); and unclassified unit standards.

3.2.2.14. **(Added-PACAF)** Use Patriot Excalibur (PEX) for all supported Stan/Eval functions.

3.2.2.15. **(Added-8FW) Management of Local Area Academics.** 8 OG/OGV will maintain and update a local area brief. OGV will update to reflect current airspace restrictions and FCIF guidance.

3.2.2.16. **(Added-8FW) AF Form 847 Procedures.** 8 OG/OGV is responsible for AF Form 847 processing. 35 FS and 80 FS/CCV will ensure squadron members are familiar with the publication process, squadron procedures, and EZ Form 847. 35 FS and 80 FS/CCV will assist in preparation of AF Forms 847 and validate all change recommendations before electronically submitting to 8 OG/OGV. Once completed, forward the original to 8 OG/OGV and maintain a copy in the squadron. The 8 OG/CC is the final approval authority for local AF Forms 847. Copies of all 8 OG generated AF Form 847s will be maintained at OGV. OGV will initiate follow-up action quarterly to determine the status of forms sent to HQ/PACAF and will report the status of submitted AF Forms 847 at the SEB.

3.2.3. OGV Organization. OGV staff will consist of a Chief of Stan/Eval and should include at least one flight examiner per crew position per MDS. Manning and organization may be adjusted IAW MAJCOM supplement or with OG/CC approval. If the OG/CC approves adjustments, notify the NAF and MAJCOM Stan/Eval functions, and document in the SEB minutes.

3.2.3.1. The chief of Stan/Eval will be a certified flight examiner in a unit weapon system. For units undergoing conversion, the Chief of Stan/Eval may be qualified in the weapon system to which the unit is converting, even if none are yet assigned.

3.2.3.2. The chief of Stan/Eval will report directly to, and be rated by, the OG/CC. For units not collocated with the parent wing/group, the Chief of Stan/Eval will report directly to and be rated by the unit commander, or as specified by MAJCOM supplement.

3.2.3.3. The OG/CC may designate additional OGV flight examiners who are not assigned to OGV when necessary to meet unique unit requirements. Document in the SEB minutes (see [Attachment 2](#)).

3.2.3.4. The OG/CC may designate Stan/Eval Liaison Officers (SELOs) to assist OGV in administrative duties.

3.2.3.5. At the discretion of the OG/CC, OGV and squadron Stan/Eval functions may be combined.

3.3. Squadron. (Any or all of the following responsibilities may be assumed at a higher level in situations where a squadron Stan/Eval function does not exist, as specified in MAJCOM and/or unit supplements to this instruction.)

3.3.1. Squadron Commander Responsibilities:

3.3.1.1. Designate squadron flight examiners (see paragraph [4.2.3](#)).

3.3.1.2. Attend as many evaluation debriefings as practical.

3.3.1.3. May designate SELOs to assist in administrative Stan/Eval duties.

3.3.1.4. Ensure that individuals whose periodic evaluations expire either within three months after their departure for a Permanent Change of Station (PCS) to a flying assignment in the same weapon system, or during an upcoming Temporary Duty (TDY) (flying or non-flying), complete the required evaluation(s) before departing. Coordinate with the gaining OG/CC for any instances where this requirement cannot be met. **Note:** Applies to extended TDY that may preclude the member from completing a required evaluation within the prescribed eligibility period.

3.3.2. Squadron Stan/Eval Functions. The focus of the Stan/Eval program is at the squadron level. Its backbone is the program established by the squadron commander and administered by flight examiners embedded within the squadron.

3.3.2.1. Manage and conduct aircrew evaluations and supplemental evaluations IAW published guidance.

3.3.2.2. Implement Stan/Eval aircrew exam procedures IAW published guidance.

3.3.2.3. Implement OGV FEF maintenance and review guidance.

- 3.3.2.4. Assist OGV in managing the trend program (see paragraph [3.2.2.5](#)).
- 3.3.2.5. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility.
- 3.3.2.6. Assist OGV in implementing the flight publications program IAW AFI 11-215 and TO 00-5-1 and ensure compliance with the OG FCIF program.
- 3.3.2.7. Ensure proper completion, routing, and filing of AF Forms 8/8a.
- 3.3.2.8. Advise squadron leadership of aircrew progression toward completion of requisites and flight evaluations.
- 3.3.2.9. Implement OG guidance on the usage of MAJCOM-mandated Stan/Eval software.
- 3.3.2.10. **(Added-PACAF)** Use PEX for all supported Stan/Eval functions.
- 3.3.2.11. **(Added-8FW) General.** Squadron CCV will establish a checkride and requisite tracking system, using PEX to the max extent possible, to ensure all requisites, evaluations, and associated documentation are completed within the time restraints listed in 11-202V2 and PACAF Supplement 1.
- 3.3.2.12. **(Added-8FW) Squadron Facility Requirements.**
- 3.3.2.12.1. **(Added-8FW)** Stan/Eval Bulletin Board. 35 FS and 80 FS/CCV will maintain a Stan/Eval bulletin board in a prominent location with the following topics: CAPs reference sheet, EZ 847 Form, T.O. Library reference sheet, PEX produced Checkride Zone Tracker, Monthly SEPT Topics, current Trend data and the Trend nomination form.
- 3.3.2.12.2. **(Added-8FW)** Duty Desk. The duty desk area should contain (as applicable): Appropriate Go/No-Go information, a Local Flight Clearance sign-out sheet, a Sonic Boom Log, and the FCIF publications library. A hard copy of the complete publications library is not required if it is available electronically and is accessible even in the case of a network outage.
- 3.3.2.12.3. **(Added-8FW)** Navigation Planning Area. Requirements as deemed necessary by squadron weapons and tactics shop.
- 3.3.2.12.3.1. **(Added-8FW)** Mission Planning Computers. Each squadron will maintain current ECHUM on all mission planning computers with the help of 8 OSS/OSK. Squadrons will also maintain a current Falcon View overlay labeled with noise sensitive areas, for use with Low Altitude Navigation.
- 3.3.2.12.3.2. **(Added-8FW)** Briefing Rooms. 8 OG briefing room requirements are listed in [Attachment 10](#).
- 3.3.2.13. **(Added-8FW) Recurring Stan/Eval Reports.** Squadron CCVs will continuously provide OGV with Stan/Eval tracking data IAW [Attachment 15](#). OGV will review and compile this data by the 5th working day of each month.

3.3.3. Squadron Stan/Eval Organization.

3.3.3.1. The squadron Stan/Eval function will consist of a Chief of Stan/Eval who is a certified flight examiner in a squadron weapon system.

3.3.3.1.1. Waiver authority is the OG/CC. Document waivers in SEB minutes (see [Attachment 2](#)).

3.3.3.1.2. For units undergoing conversion, the chief of Stan/Eval may be qualified in the weapon system to which the unit is converting, even if none are yet assigned.

3.3.3.2. The chief of squadron Stan/Eval will report directly to and be rated by the squadron commander, or as specified by MAJCOM supplement.

3.3.3.3. Further manning will be as directed by the MAJCOM and/or unit supplement.

3.3.3.3.1. (**Added-PACAF**) Squadron flight examiner manning will not exceed three flight examiners (FEs) per MDS crew position (excluding the squadron commander (SQ/CC)). The OG Commander (OG/CC) may allow two additional FEs per non-fighter MDS crew position (excluding copilots), not to exceed five total FEs per MDS crew position (excluding the SQ/CC and CCV). (ANG and AFRC FE authorizations are at the ANG/AFRC unit commander's discretion). This manning restriction does not apply to attached FEs

Chapter 4

FLIGHT EXAMINERS

4.1. General. The evaluation portion of the Aircrew Stan/Eval Program is administered by flight examiners at the HHQ and unit levels.

4.2. Selection.

4.2.1. Select flight examiners from the most highly qualified and experienced instructors (**EXCEPTION:** Senior flight examiners, see paragraph 4.4).

4.2.2. The chief of the respective MAJCOM or NAF Stan/Eval function will select and designate in writing HHQ flight examiners. Copies of the designation memo will be sent to all units where HHQ flyers are attached to fly.

4.2.3. The OG/CC and SQ/CC will each select, and designate in writing, all OGV and Squadron flight examiners (respectively).

4.2.3.1. The OG/CC and SQ/CC may designate additional OGV or squadron flight examiners (respectively) who are not assigned to OGV or the squadron when necessary to meet unique unit requirements.

4.2.3.2. Annotate all flight examiners [to include attached and Senior flight examiners (see paragraph 4.4) in the squadron letter of certification and record in SEB minutes (see [Attachment 2](#)).

4.2.3.3. (**Added-PACAF**) OGV FEs may conduct evaluations in all squadrons flying aircraft/missions in which they are qualified. To increase objectivity and standardization across the wing, squadron FEs may give evaluations in squadrons in which they are not primarily assigned/attached.

4.2.4. For AFRC and ANG units:

4.2.4.1. The USAF advisor may be designated as a flight examiner.

4.2.4.2. Air Technician (AT)/Air Reserve Technician (ART) /Active Guard and Reserve (AGR) serving in a military position that does not require maintaining mission ready/combat mission ready (MR/CMR) status may perform duties as flight examiners.

4.2.5. (Added-8FW) Flight Examiner Nomination, Training, and Documentation. Upgrade FE training will be conducted and documented IAW the 8 FW F-16 Pilot Training Syllabus (See [Attachment 8](#)). All items on the FE upgrade checklist should be accomplished in order except the flight evaluation, which must be the last event in the upgrade. Upon completion of all FE upgrade requirements and certification by the OG/CC, SQ/DOT will annotate FE qualification on the unit certification document (Letter of Xs) and file the completed FE upgrade checklist in the FE's gradebook. FS/CCV will file a SQ/CC signed FE appointment letter in the continuity binder. 8 OG/CC is the waiver authority for program modifications.

4.2.5.1. (**Added-8FW**) Emergency Procedure and Flight Evaluations referenced on the upgrade checklist may be of any type (Instrument/Qualification, Mission, Spot, RQ).

4.2.5.2. **(Added-8FW)** Upgrading FEs will not sign an AF Form 8 as the administrating FE until completing the FE upgrade and the OG/CC interview.

4.3. Flight Examiner Functions.

4.3.1. Conduct aircrew evaluations IAW **Chapter 5** and document IAW **Chapter 7**.

4.3.2. Maintain qualification as instructors (N/A for senior flight examiners, see paragraph **4.4.2**).

4.3.3. Administer evaluations only within their weapon system/aircrew specialty and only evaluate those mission/skill sets in which they maintain qualification and/or certification. **EXCEPTION:** SPOT evaluations and where specifically authorized in AFI11-2MDS, Vol 2.

4.3.3.1. Waiver authority for flight examiners to evaluate mission/skill sets in which they are not certified is the OG/CC. For senior flight examiners (see paragraph **4.4**), waiver authority is the next commander in their flying chain of command

4.3.4. Will not administer evaluations outside of their MAJCOM unless specifically requested by the MAJCOM Stan/Eval organization of the examinee and approved by the MAJCOM Stan/Eval organization of the examiner. MAJCOMs may establish procedures in their supplement for flight examiners to administer evaluations outside of NAFs/units within their own MAJCOM (see also paragraph **2.3.5**).

4.3.5. Conduct a thorough pre-mission briefing and post-mission debriefing for the examinee and applicable aircrew members on all aspects of the evaluation.

4.3.5.1. **(Added-PACAF)** Suggested briefing and debriefing items are available in **Table 4.1 (Added)**.

4.3.5.2. **(Added-8FW) Flight Evaluator Guide.** FEs will use the OGV FE Guide during the pre and post briefings, and to ensure compliance with all checkride requirements. FEs will ensure all required items are evaluated. Checkride and EPE profiles are for guidance only, but provide a solid foundation to accomplish thorough evaluations.

4.3.5.3. **(Added-8FW) Flight Examiner Responsibilities.** FEs will provide the examinee with specific mission planning guidance not later than the day prior to the evaluation. FEs will debrief but not grade areas/subareas that were accomplished but unrelated to/not required for the evaluation (i.e. A-G Weapons Employment during an INSTM/QUAL evaluation) unless a critical area is involved.

Table 4.1. (Added-PACAF) Flight Examiner Brief and Debrief Guide Suggested Items.

Briefing	Debriefing
- Introduction	- Performance
- Purpose of Evaluation	-- Strong areas
- Status of Requisites	-- Areas with discrepancies
- Evaluation Profile (Flight or Ground)	-- Overall Qualification
-- Areas required to be evaluated	- Additional training (if applicable)
-- Review of Area grading system (Q/Q-/U)	- Restrictions (if applicable)
-- Critical Areas	- Questions

Briefing	Debriefing
-- Momentary deviations because of external factors	- Supervisor Comments
-- Weapons Criteria (If applicable)	
-- Contingencies (emergencies, real world events, etc.)	
-- Flight examiner responsibilities (duties, initiation of events not briefed, intervention, etc.)	
- Trends	
- Special Interest Items	
- Qualification Levels (Q-1, Q-2, Q-3)	
- Questions	

4.3.6. Immediately correct breaches of flying safety or flight discipline during an evaluation (applies to both the examinee as well as any accompanying aircrew).

4.3.7. As soon as possible, notify the examinee's squadron commander (or available supervision if the squadron commander cannot be reached) whenever Qualification Level 2 or 3 (Q2 or Q3) performance is observed (see paragraph [5.3.3](#)).

4.3.8. **(Added-PACAF)** Debrief a squadron supervisor (preferably the examinee's supervisor) as soon as practical after the evaluation on the results and pertinent elements of the evaluation.

4.4. Senior Flight Examiner Program.

4.4.1. Flying NAF/CCs and OG/CCs may maintain flight examiner status in their primary assigned aircraft.

4.4.1.1. NAF/CVs and OG/CDs may perform this function if the principal incumbent is not qualified or available.

4.4.1.2. OG/CDs that fly different MDSs from the OG/CC in multi-MDS wings, or occupy a different crew position in the same MDS, may be designated as senior flight examiners at the OG/CC's discretion.

4.4.1.3. Document designations IAW paragraph [4.2.3.2](#).

4.4.2. Individuals eligible for Senior flight examiner status do not require, nor do they have to maintain, instructor qualification, but they must have completed flight examiner certification IAW unit standards.

Chapter 5

AIRCREW QUALIFICATION EVALUATIONS

5.1. General. The Aircrew Stan/Eval Program utilizes aircrew qualification evaluations to ensure qualification of aircrew members and supplementary evaluations to ensure standardization of operations.

5.1.1. To promote efficient use of flying resources, accomplish aircrew qualification evaluations concurrently, whenever practical.

5.1.2. Evaluations in multiple crew positions will be addressed in MAJCOM supplements. For specialized aircrew, see [Chapter 8](#). For guidance on supplementary evaluations, see [Chapter 9](#).

5.2. Categories. Aircrew qualification evaluations are divided into five categories (Qualification (QUAL), Instrument (INSTM), Mission (MSN), Instructor (INSTR), and SPOT) each consisting of two structured phases, ground and flight. (**EXCEPTION:** SPOT evaluations may consist of either a ground or flight phase.) Each phase requires the completion of requisite tasks (see paragraph [5.5](#)). (**EXCEPTION:** a SPOT evaluation has no requisite tasks.)

5.2.1. QUAL Evaluations.

5.2.1.1. **Purpose.** Ensure basic qualification in an MDS and/or crew position.

5.2.1.2. **Execution.** All aircrew will complete a periodic QUAL evaluation in their primary assigned aircraft/crew position as specified in the applicable AFI 11-2MDS, Vol 2. QUAL evaluations may be combined with INSTM and/or MSN evaluations IAW AFI 11-2MDS, Vol 2. See [Chapter 8](#) for specialized aircrew.

5.2.2. INSTM Evaluations.

5.2.2.1. **Purpose.** Obtain/maintain instrument qualification in order to operate under Instrument Flight Rules (IFR)

5.2.2.2. **Execution.** All USAF pilots (and other pilots flying operationally with the USAF, e.g., exchange pilots) will obtain/maintain instrument qualification by successfully completing a periodic INSTM evaluation.

5.2.2.2.1. **EXCEPTION:** Indoctrination flyers who fly under the provisions of AFI 11-401, *Aviation Management*; USAF Test Pilot School students; TG-series aircraft pilots; T-41/51/52 pilots.

5.2.2.2.2. Pilots assigned to excepted aircraft who may also be assigned to other aircraft that are not excepted will maintain instrument qualification, but will take their INSTM checkride in the non-excepted aircraft.

5.2.2.2.3. A pilot with a revoked or expired instrument qualification will not fly under IFR except under supervised status in a training program leading to requalification. (Does not apply to pilots in excepted situations listed above.)

5.2.2.2.4. (**Added-PACAF**) For INSTM/QUAL flight evaluations for non-experienced fighter pilots, mission tasks other than required by 11-2MDS, Volume 2 will be Basic Fighter Maneuvers or non-demanding events.

5.2.2.2.5. **(Added-8FW)** The examinee will brief the flight, however, the FE may elect to brief motherhood items. The examinee is responsible for completing all required items during the evaluation. Poor planning and/or fuel use is not a valid reason for an incomplete evaluation.

5.2.3. MSN Evaluations.

5.2.3.1. **Purpose.** To ensure qualification to employ the aircrew's assigned weapon system/crew position in the accomplishment of the unit's operational or Designated Operational Capability (DOC) statements mission(s).

5.2.3.2. **Execution.** All aircrew members maintaining Mission Ready (MR)/Combat Mission Ready (CMR) or Basic Mission Capable (BMC) status (IAW AFI 11-202, Vol 1, *Aircrew Training*) will complete a periodic MSN evaluation as specified in the applicable AFI 11-2MDS Vol 2.

5.2.3.2.1. **EXCEPTION:** The requirement for a MSN evaluation may be waived for those aircraft where performance of normal operational, test, and training sorties involves tasks covered during the accomplishment of an INSTM and/or QUAL evaluation as specified in AFI 11-2MDS Vol 2. Document waiver via memorandum for record (MFR) to be included in the FEF IAW paragraph [7.8.3.2.2](#). HQ USAF/A3O-A approval is not required for such waivers. Specify approval procedures in MAJCOM supplements to this instruction or in the applicable AFI 11-2MDS Vol 2.

5.2.3.2.2. The MSN evaluation should reflect the type and difficulty of tasks required in fulfillment of the aircraft's operational or DOC statement missions.

5.2.3.2.3. **(Added-PACAF)** C-130 assault procedures will normally be evaluated during the examinee's MSN evaluation. For those pilots who are assault-only mission qualified, the assault procedures evaluation may be combined with the INSTM/QUAL evaluation (INSTM/ QUAL/MSN). Include the following restriction on the AF Form 8: "The examinee is an Assault-Only MSN qualified pilot". ANG units may combine assault procedures evaluations with the INSTM/QUAL evaluations and IAW local guidance.

5.2.3.2.4. **(Added-8FW)** Recurring mission evaluation profiles should be based off the 8 FW FE Guide and FE input. The aircraft Digital Video Recorder (DVR) will be used on mission evaluations for grading all weapons employment. MSN checks will not be incomplete for DVR or Removable Cartridge (RMC) malfunctions or unassessable tapes if the FE still has the ability to assess weapons scores (i.e. scoreable range, live weapons).

5.2.4. INSTR Evaluations.

5.2.4.1. **Purpose.** To qualify aircrew as instructors in their weapon system/crew position by focusing primarily on the examinees instructional ability.

5.2.4.2. **Execution.** Aircrew members obtaining/regaining instructor qualification in a weapon system/crew position must complete evaluations of instructional capability in that weapon system/crew position. Guidance for specialized, universal, and/or multiple qualified aircrew will be specified in MAJCOM Supplements and/or AFI 11-2MDS Vol

2. **EXCEPTION:** For units undergoing aircraft conversion, when a complement of current and qualified Air Force instructors does not exist to accomplish initial unit instructor qualification, with MAJCOM/A3 approval and Lead MAJCOM/A3 coordination the OG/CC may establish an Initial cadre (minimum required for initial conversion) of flight instructors who do not require an INIT INSTR evaluation. Initial cadre must be current and qualified instructors in a US Air Force aircraft who will remain in the same crew position on the new aircraft. OG/CCs will notify MAJCOMs and provide initial cadre list for each crew position with current qualification and total flight and instructor hours. OG/CCs will use discretion when establishing initial cadre instructors and consider availability of suitable instructor courses. See also paragraph [5.13](#).

5.2.4.2.1. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission/crew composition requirements prevent inclusion of students, another crewmember or the evaluator will serve as the student.

5.2.4.2.2. Evaluations of instructor qualification will be conducted during all subsequent periodic evaluations.

5.2.4.2.3. Instructors who expire on their INSTM, QUAL, and/or MSN checkrides evaluations are not qualified to instruct in those areas (e.g. if an IP expires on his/her MSN zone, he/she may still instruct in INSTM/QUAL-related areas as specified in AFI 11-2MDS Vol 2).

5.2.4.2.4. **(Added-PACAF)** Perform initial and requalification INSTR evaluations with the examinee occupying the seat/crew/flight position normally occupied when acting as an instructor. The emphasis on an initial instructor evaluation should be placed on examinee demonstration of instructional ability. This does not preclude the update of a required periodic evaluation, unless restricted by AFI 11-2MDS, Volume 2, if all required flight phase requirements are completed during the instructor flight evaluation and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in paragraph [5.5.3](#) Label the evaluation appropriately (EXAMPLE: "INIT INSTR/MSN"). Do not add on missions (sorties) to complete the requirements for a periodic evaluation unless the squadron commander concurs.

5.2.4.2.5. **(Added-8FW)** INIT INSTR evaluations will be conducted IAW the 8 FW F-16 Pilot Training Syllabus. The 35 FS and 80 FS/CCs should be the primary administrators of INIT INSTR evaluations. If unavailable, the 35 FS and 80 FS/CCs may designate 8 OG/CC, 8 OG/CD, 8 OG/OGV, or 35 FS and 80 FS/DO to administer this evaluation. There are no requisites for an INIT INSTR evaluation, unless the examinee chooses to simultaneously update his/her MSN evaluation zone.

5.2.5. SPOT Evaluations –Flight or Ground (Optional).

5.2.5.1. **Purpose.** Evaluate a specific event or requirement without intending to satisfy the requirements of a periodic evaluation and/or an initial INSTR evaluation.

5.2.5.2. **Execution.** A SPOT has no specific requisites, unless specified in MAJCOM supplements, but may be No Notice IAW paragraph [5.2.6.3](#).

5.2.5.2.1. An examinee may utilize a SPOT evaluation to update a QUAL/INST/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in paragraph 5.8 (document on the Form 8/8a IAW paragraph 7.3.7.3.5).

5.2.5.2.1.1. OG/CCs may authorize additional flights in order to help the aircrew accomplish periodic requirements (document on the Form 8/8a IAW paragraph 7.3.7.3.5).

5.2.5.2.1.2. When the flight examiner administering a SPOT evaluation is not qualified in the MDS (e.g. a Senior flight examiner), the evaluation will not be credited towards a periodic evaluation.

5.2.5.2.2. (Added-PACAF) When administering a SPOT evaluation to any Instructor, the flight examiner will evaluate instructional abilities and document the results in the Mission Description of the Form 8/8a.

5.2.5.3. Any qualifying event and/or evaluations not listed in paragraphs 5.2.1 through 5.2.4 will be documented as a SPOT evaluation.

5.2.5.4. (Added-PACAF) Stan/Eval flight examiner (SEFE) Objectivity evaluations are SPOT evaluations used by HHQ flight examiners, commanders, and OGV flight examiners to evaluate flight examiner performance. Do not conduct unless qualified in the same MDS as the flight examiner being evaluated. Do not use SEFE Objectivity evaluations to fulfill the requirements of periodic evaluations. Use the grading criteria for the areas listed in Table 5.1 (Added) Only Q-1 or Q-3 qualification levels will be used. Award a Q-3 if a grade of Q- with additional training or a U in any area is awarded. Consider cumulative deviations when determining the qualification level. The OG/CC will determine the future status of any flight examiner receiving a Q-3. Document evaluation on the AF Form 8 (an example Form 8 is provided in Figure A3.11 (Added)).

5.2.5.5. (Added-PACAF) If an examinee assigns an incorrect area grade or assigns an incorrect qualification level, the flight examiner administering the flight examiner objectivity evaluation will assign the appropriate area grade or qualification level and complete the documentation for the evaluation being administered by the examinee.

5.2.5.6. (Added-8FW) **Objectivity.** FE SPOT evaluations and FE upgrade sorties will normally be conducted by 8 OG/CC or 8 OG/OGV, and may be accomplished on any type of flight/EP evaluation. There are no requisites for a SPOT evaluation.

Table 5.1. (Added-PACAF) Flight Examiner Objectivity Grading Criteria.

AREA 1 – Compliance with HHQ and Local Stan/Eval Directives	
Q	Complied with all directives pertaining to the administration of a flight evaluation.
Q-	Complied with most directives. Deviations did not jeopardize the effectiveness of the evaluation or flight safety.
U	Failed to comply with directives or allowed flight safety to be jeopardized.
AREA 2 – Flight Examiner Briefing	
Q	Thoroughly briefed the examinee on the conduct of the evaluation, mission requirements, responsibilities, grading criteria, and flight examiner actions/position during the evaluation.
Q-	Items were omitted during the briefing causing minor confusion or requiring later

	clarification. Did not fully brief the examinee as to the conduct and purpose of the evaluation.
U	Flight examiner failed to adequately brief the examinee.
AREA 3 – Identification of Discrepancies and Assignment of Area Grades	
Q	Identified all discrepancies and assigned proper area grade.
Q-	Most discrepancies were identified. Failed to assign Q- grade when appropriate. Assigned discrepancies for performance which was within standards.
U	Failed to identify discrepancies related to flight discipline or deviations that merited an unqualified grade. Assigned Q grades, which should have been U or assigned U grades for performance within standards.
AREA 4 - Assessment of Overall Performance	
Q	Awarded the appropriate overall qualification level based on the examinee's performance.
Q-	Awarded an overall qualification level without consideration of cumulative deviations in the examinee's performance.
U	Did not award a qualification level commensurate with overall performance.
AREA 5 - Appropriate Assignment of Additional Training and Restrictions	
Q	Assigned proper additional training and restrictions (if warranted).
Q-	Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification. Restrictions assigned were not appropriate
U	Failed to assign additional training or restrictions when warranted.
AREA 6 – Mission Critique	
Q	Thoroughly debriefed the examinee on all aspects of the evaluation.
Q-	Failed to fully discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required.
U	Did not discuss any assigned area grades or the overall rating. Changed grades without briefing the examinee.
AREA 7 - Flight/EP Evaluation Documentation	
Q	Correctly completed and/or understands all required documentation.
Q-	Minor errors in documentation, which did not affect the validity of the evaluation.
U	Failed to complete all required documentation. Major errors caused the validity of the evaluation to be questioned.
AREA 8 – Supervisor Debriefing	
Q	Thoroughly debriefed the examinee's supervisor.
Q-	Debriefed the supervisor, but failed to adequately discuss all discrepancies, qualification level, or additional training.
U	Failed to debrief the examinee's supervisor on an unsatisfactory evaluation.
AREA 9 - Flight Examiner Performance	
Q	Flight examiner performed as briefed and contributed to a thorough evaluation of the examinee.
Q-	Flight examiner committed minor errors that did not detract from the examinee's performance.
U	Flight examiner committed major errors disrupting the examinee's performance or preventing a thorough evaluation.

5.2.6. **Prefixes.** The following prefixes will be used, when applicable, to further describe the evaluations listed in paragraphs 5.2.1 through 5.2.5:

5.2.6.1. **Initial (INIT).** The first evaluation of any type, to include instructor qualification, in a specific weapon system/crew position (e.g., INIT QUAL/INSTM, INIT MSN, INIT INSTR).

5.2.6.2. **Requalification (RQ).** An evaluation administered to remedy a loss of qualification due to:

5.2.6.2.1. Expiration of a required periodic evaluation. The recheck will be IAW the guidance for that periodic evaluation.

5.2.6.2.2. Loss of currency that requires a requal evaluation (IAW AFI11-2MDS Vol 1). In this case RQ SPOT will be used for documentation (see paragraph 7.3.5.2.2). The recheck profile will be as directed by the SQ/CC and will include, as a minimum, those items for which the individual is non-current.

5.2.6.2.3. A flight recheck following a failed periodic evaluation. The recheck will be IAW the provisions of paragraph 5.6.1.

5.2.6.2.4. Loss of qualification due to a commander-directed downgrade (see paragraph 5.9). The recheck profile will be as directed by the commander on the AF Form 8/8a (see paragraph 7.4).

5.2.6.2.5. The RQ prefix will not be used under the following circumstances:

5.2.6.2.5.1. If the expiration of a required periodic evaluation is due to failure to complete one or more of the ground phase requisites (see paragraph 5.5.1), but the flight evaluation has successfully been completed within the eligibility period and the OG/CC determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation.

5.2.6.2.5.2. To prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

5.2.6.2.6. **(Added-PACAF)** For RQ evaluations, the Form 8/8a Mission Description will contain a description of the circumstances leading to the need for requalification.

5.2.6.3. **No-Notice (N/N).**

5.2.6.3.1. The no-notice evaluation program provides commanders a sampling of daily aircrew performance and an assessment of unit training effectiveness.

5.2.6.3.2. A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. "Normal preparation" will be as defined in the MAJCOM and/or unit supplement.

5.2.6.3.3. **(Added-PACAF)** Publish unit no-notice program objectives and goals in the unit supplement to this instruction. It is recommended that unit supplements include criteria for no-notice candidates. This may include criteria such as recently-upgraded aircrew, observed substandard performance, and normal no-notice distribution. "Normal preparation" is defined as mission show time unless otherwise defined (either earlier or later) in the unit supplement.

5.2.6.3.4. **(Added-8FW) No-Notice Evaluation Program.** The intent of the 8 OG No-Notice program is to evaluate a random sampling of the wing's pilots in order to

help measure and maintain 8 FW combat readiness. The overall annual no-notice goal is 10% for recurring INSTM/QUAL evaluations and 10% for recurring MSN evaluations, per squadron, per calendar year. Squadron CC, DO, and CCV will work together to identify the most appropriate personnel to receive a No-Notice evaluation. Evaluations should initially be concentrated towards aircrew who have recently upgraded. Next, No-Notice evaluations should be conducted with pilots from the full range of aircrew qualifications and certifications (IP, Flight Lead, Wigman) in order to balance out the annual goals. No-Notice evaluations will occur NLT the 4th month of the evaluation period. CCV will track the no-notice rate to ensure the overall goal is met and 8 OG/OGV will brief the no-notice rate at the semi-annual SEB. Individuals will be notified of a no-notice evaluation no earlier than one workday prior. No-notice EPEs will not normally be accomplished.

5.2.6.4. Simulator (SIM). An evaluation where the flight phase requisite is conducted in a simulator and/or suitable ATD as defined in AFI 11-2MDS Vol 2.

5.2.6.5. Multiple Prefixes. More than one prefix may be used to describe an evaluation (e.g., N/N SIM SPOT). The applicability of any prefixes to portions of any combined evaluations and the purpose for any prefixes (if not obvious by the context of the evaluation) will be explained on the AF Form 8/8a IAW paragraph [7.3.7.3.5](#).

5.3. Grading System.

5.3.1. A two step grading system is used to evaluate and document aircrew performance.

5.3.1.1. In the first step, individual grades are assigned to each evaluation requisite to include the grading of areas/subareas of aircrew performance against established evaluation criteria (see paragraph [5.4](#)). Performance less than fully qualified must be documented.

5.3.1.2. In the second step, an overall qualification level is assigned based on a compilation of all individual requisite grades (see paragraph [5.3.3.4](#)).

5.3.2. Performance Areas/Subareas.

5.3.2.1. Areas/subareas will have a two-tier (Q/U) or three-tier (Q/Q-/U) grading system. Discrepancies will be documented against the established areas/subareas.

5.3.2.1.1. Q indicates the examinee demonstrated both a satisfactory knowledge of all required information and performed aircrew duties within the prescribed tolerances.

5.3.2.1.2. Q- indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the flight examiner. Deviations must not exceed the prescribed Q- tolerances, jeopardize flight safety, or be a breach of flight discipline.

5.3.2.1.3. U indicates that performance was outside allowable parameters thereby compromising flight safety, that deviations from prescribed procedures/tolerances adversely affected mission accomplishment, and/or evaluated performance constituted a breach of flight discipline. An examinee receiving an area/subarea grade of U requires debriefing and/or additional training, as determined by the flight examiner.

5.3.2.2. **Remedial Action.** All grades of Q- or U require remedial action that includes either debriefing discrepancies and/or assignment of additional training.

5.3.2.2.1. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the flight examiner provides instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency.

5.3.2.2.2. **Additional Training.** Any training recommended by the flight examiner to remedy deficiencies identified during an evaluation.

5.3.2.2.2.1. May include self-study, ground instruction, use of a simulator/ATD or flying.

5.3.2.2.2.2. Will be complete by the last day of the third month following the date of the discrepancy (e.g., for an evaluation on 21 Jan 12, additional training must be accomplished by 30 Apr 12).

5.3.2.2.2.3. If an aircrew member exceeds the allotted time for completion of additional training, the SQ/CC will review the situation and direct appropriate action. Document the circumstances with an MFR to be included in the AF Form 8/8a (see paragraph 7.8.3.2.2).

5.3.2.2.2.4. Document additional training on the AF Form 8/8a IAW paragraphs 7.3.5.6 and 7.3.7.3.4.

5.3.2.2.2.4. **(PACAF)** . If the examinee completes additional training that differs from that recommended by the flight examiner (recommended additional training changed by reviewing or approving officer), document the additional training and justify the change in the Additional Reviews section of the AF Form 8.

5.3.2.2.2.5. **(Added-8FW) Additional Training.** FEs will document additional training requirements on the 8 FW Supervised/Restriction to Flying Letter (See [Attachment 10](#)), to include supervised status, CMR status, and restrictions. Examinees that receive a Q-2 will be placed on supervised status, while examinees that receive a Q-3 will be placed on supervised and NCMR/NBMC status. FEs will ensure the Supervised/Restriction to Flying Letter is routed according to the list provided. The completed letter will be placed in the examinee's gradebook until additional training/recheck is complete. Rechecks for failed evaluations should be evaluated by 35 FS and 80 FS/CCs to the max extent possible. 35 FS and 80 FS/CCVs will ensure completed additional training is annotated on the AF Form 8, *Certificate of Aircrew Qualification*.

5.3.2.3. The flight examiner must grade the areas/subareas listed as "required" in the general and specific evaluation sections of the applicable AFI 11-2MDS Vol 2.

5.3.2.4. In addition to required areas/subareas, the flight examiner will grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or overall flight safety.

5.3.2.5. Grading criteria tolerances assume smooth air and stable aircraft conditions.

5.3.2.6. Minor momentary deviations are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize flight safety. Consider cumulative deviations when determining the overall area/subarea grade.

5.3.2.7. The flight examiner may further identify any area/sub-area as “Commendable” if, in the examiner’s determination, the aircrew member has demonstrated exceptional skill and knowledge. Document IAW paragraph [7.3.7.3.5.2](#).

5.3.3. Qualification Levels. Qualification levels are assigned both to individual evaluations (i.e. flight evals and EPEs) as well as overall performance. Individual evaluations are graded as a compilation of all area/sub-area grades. Overall performance is graded as a compilation of all requisite tasks associated with the required evaluation. Both individual and overall grades are based on the following.

5.3.3.1. **Q1.** The aircrew member demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted, but may be awarded when discrepancies are noted if:

5.3.3.1.1. No U grades were awarded for any discrepancy area/sub-area.

5.3.3.1.2. In the judgment of the flight examiner, none of the discrepancies preclude awarding of an overall Q1.

5.3.3.1.3. All areas/sub-areas graded as Q- during the evaluation were cleared during the debrief of that evaluation.

5.3.3.2. **Q2.** The aircrew member demonstrated the ability to perform duties safely, but:

5.3.3.2.1. There were one or more area(s)/subarea(s) where additional training was assigned.

5.3.3.2.2. A non-critical area/subarea grade of U was awarded.

5.3.3.2.3. In the judgment of the flight examiner, a Q2 may be given if there is justification based on Q- performance in one or several areas/subareas.

5.3.3.3. **Q3.** The aircrew member demonstrated an unacceptable level of safety, performance or knowledge.

5.3.3.3.1. Any critical area graded U requires an overall Q3 (applicable to both flight evaluations and EPEs).

5.3.3.3.2. In the judgment of the flight examiner, a Q3 may be given if there is justification based on Q-/U performance in one or several non-critical areas/subareas.

5.3.3.4. Assigning the overall qualification level.

5.3.3.4.1. The flight-phase flight examiner is the examiner responsible for assigning the overall qualification level.

5.3.3.4.2. An overall grade of Q1 or Q2 will be given only after all evaluation requirements (to include requisite examinations) have been completed and given due consideration.

5.3.3.4.3. An overall grade of Q3 may be awarded at any time.

5.3.3.4.4. *While AFI 11-2MDS Vol 2 may dictate the highest grade for a flight or EPE based on area and subarea performance, flight examiner judgment will always be the determining factor in deciding the overall grade.*

5.3.3.5. Exceptionally Qualified (EQ) Designation. An EQ may be given, but will only be applied to the overall grade - not to separate requisites. Document on the AF Form 8/8a IAW paragraphs [7.3.5.7](#) and [7.3.7.2](#). An EQ may be given when:

5.3.3.5.1. The aircrew member has demonstrated exceptional skill and knowledge in all phases of the evaluation;

5.3.3.5.2. The aircrew member has not failed any requisite and;

5.3.3.5.3. The aircrew member received a Q on all areas/subareas evaluated.

5.4. Evaluation Criteria.

5.4.1. Lead MAJCOMs, in coordination with the applicable user MAJCOMs, will establish and maintain standardized INSTM, MSN, QUAL, and INSTR evaluation criteria in the appropriate AFI 11-2MDS Vol 2. Lead MAJCOMs will coordinate with the program managers of any command-mandated software on any updates of eval criteria to aid in the expeditious revision of eval criteria files. Lead MAJCOMs are also responsible for coordinating the establishment of the following:

5.4.1.1. Areas/subareas including the identification of critical areas and those areas required for evaluation completion. These areas/subareas will be arranged into general and specific evaluation areas.

5.4.1.1.1. Critical areas are those areas that, upon failure, would most adversely affect the qualification of an aircrew member. Critical areas will include, but are not limited to, Airmanship, Safety, and Flight Discipline.

5.4.1.2. An area containing criteria for Publications Checks. This is required for QUAL evaluations and may be accomplished on other evaluations.

5.4.1.2.1. Each aircrew member is responsible for maintaining required flight publications as outlined in applicable AFI 11-2MDS volumes.

5.4.1.2.2. Q performance requires individual flight publications be current and properly posted. In units that do not issue individual aircrew publications, aircrew members are still responsible for the accuracy and currency of all publications required for the mission.

5.4.1.3. An area containing criteria for Cockpit/Crew Resource Management (CRM) IAW AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and MAJCOM supplements (as applicable).

5.4.1.4. Criteria to ensure operations comply with National Airspace System (NAS) rules and procedures or applicable Host Nation requirements for evaluations administered outside of the NAS.

5.5. Requisites. These include both ground and flight phase items. The ground phase, when required, includes a series of examinations (see [Chapter 6](#)) as well as evaluation of aircrew performance in a controlled emergency procedures environment (i.e. EPEs, see paragraph

5.5.1.2). The flight phase includes an in-flight and/or simulator evaluation of aircrew performance.

5.5.1. Ground Phase Requisites.

5.5.1.1. Ground phase requisites for each evaluation include the following.

5.5.1.1.1. **QUAL:** Open book examination, closed book examination, Boldface/Critical Action Procedures (CAPs) examination / EPE (if applicable).

5.5.1.1.2. **INSTM:** Instrument examination

5.5.1.1.3. **MSN:** As specified in AFI 11-2MDS Vol 2.

5.5.1.1.3.1. **(Added-PACAF)** If applicable for a unit's MDS flight evaluations, unit tactics personnel will produce and administer the tactics exam using questions from the AMC Tactics SQB (minimum of 25 questions). Tactics exams are not crewmember specific and only two test versions are required IAW para. **6.6.1.1.** Tactics exam scores will be passed to Stan/Eval for inclusion on the Form 8. Document the tactics examination under the Ground Phase examination block as "TACTICS." If there is not sufficient room in the ground phase block, annotate "TACTICS" with date and score in the comments section. OG/CCs are encouraged to use resources at their disposal to provide suitable classified testing and study areas. Access to electronic publications is preferred where practical.

5.5.1.1.4. **(Added-8FW)** Boldface/CAPs Procedures and Documentation. Requisite CAPs will be completed and graded IAW AFI 11-202V2. FEs will place the graded CAPs into the Checkride Progress Folder.

5.5.1.1.5. **(Added-8FW)** Requisite Testing. Examinees may take their requisite tests at OGV between 0800 and 1600 daily. Other times are available with prior coordination. Scores will be maintained in PEX and available for squadron CCV review.

5.5.1.1.6. **(Added-8FW)** Flight Publications Check Procedures. Pilots will have their flight publications checked by their FE during the Emergency Procedures Evaluation. This will be documented through the use of the 8 OG Flight Publications Check letter (see **Attachment 9**) or by initialing the appropriate block on the Temp Form 8. As a recommendation, pilots should bring their pubs with them when they take the requisite exams so that they may be checked against the master pubs maintained in OGV. The flight publications required to be checked are: 8 FW In-Flight Guide and T.O. 1F-16CM-1CL-1.

5.5.1.2. Emergency Procedures Evaluations (EPEs).

5.5.1.2.1. **Purpose.** Evaluate an aircrew member's knowledge of MDS-Specific EPs and systems for all QUAL evaluations; evaluate mission-specific EPs and tactical systems knowledge during MSN evaluations.

5.5.1.2.2. **Execution.** AFI 11-2MDS Vol 2 will specify contents of EPEs, areas to be evaluated, grading criteria, and whether EPEs may be done in-flight, in a simulator/ATD, or verbally.

5.5.1.2.2.1. Only one EPE needs to be accomplished for each combined

evaluation (i.e., one EPE for a QUAL/MSN or INSTM/QUAL/MSN evaluation).

5.5.1.2.2.2. A single EPE may be used for separate evaluations (e.g. a MSN and INSTM/QUAL eval) as long as the combined EPE is of a scope and duration to cover required areas and is conducted within the requisite zone for each evaluation (see paragraph 5.8).

5.5.1.2.2.3. **(Added-PACAF)** C-130 pilots who are “assault only” Mission-qualified require only one EPE. Assault landing, takeoff procedures and maximum-effort takeoff and landing data will be evaluated during this EPE.

5.5.1.2.2.4. **(Added-8FW) Emergency Procedure Evaluations.** EPEs will normally be accomplished in the UTD. A CAPS Examination and a PUBS Check will be conducted as a part of all EPEs. FEs should use the FE Guide, and the 8 OG/OGV provided scenarios and mission materials, located at the simulator building and each squadron, to provide a standardized EPE profile for examinees.

5.5.1.2.3. **Grading.** Q1 performance for EPEs requires taking the proper action in the correct sequence, not a verbatim response. Each aircrew member is responsible for the Boldface/CAPs applicable to their crew position.

5.5.1.2.4. **Additional Training.** For an EPE requiring additional training, the flight examiner will indicate if the additional training must be accomplished before the next unsupervised flight (see also paragraph 5.3.2.2.2). Document IAW paragraphs 7.3.5.6 and 7.3.7.3.4.

5.5.1.2.5. **Boldface/CAPs Failure.** An incorrect response to a Boldface/CAP situation during an EPE requires an EPE grade of 3 (unqualified). Under these circumstances, the examinee will not fly again until a successful reevaluation is accomplished (either written, verbally, or in a simulator/ATD as determined by the flight examiner)

5.5.1.2.6. **Unqualified EPE.** An examinee receiving an EPE grade of 3 (unqualified) will be placed on supervised status IAW paragraph 5.7.

5.5.2. **Flight Phase Requisites.** The flight phase for aircrew evaluations include execution in the weapon system and/or a suitable simulator/ATD (unless restricted by AFI 11-2MDS Vol 2).

5.5.2.1. The profile used to fulfill the flight phase requisite must incorporate all appropriate requirements set in the applicable AFI 11-2MDS Vol 2, and allow accurate measure of the proficiency of the examinee.

5.5.2.2. Evaluation profiles will be realistic, reflect unit tasking, be consistent with daily training missions, and incorporate current tactics applicable to the unit mission.

5.5.2.3. **(Added-8FW) Flight Evaluation Profile Requirement.** 35 FS and 80 FS/CCVs will track and attempt to meet the 8 FW goals of 60% AI, 30% CAS/XATK, and 10% A-A checkrides. 8 OG/OGV will report percentages achieved during the semi-annual Stan/Eval Board (SEB).

5.5.3. **Requisite Completion.**

5.5.3.1. **In-the-Eligibility Period.** For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the eligibility period of the current evaluation (see paragraph 5.8). The OG/CC may waive this requirement on a case-by-case basis (document on the Form 8/8a IAW paragraph 7.8.3.2.2).

5.5.3.1.1. **(Added-8FW) Scheduling.** The 35 FS and 80 FS/CCs will ensure that all evaluations are scheduled and completed as required by AFI 11-202V2 and PACAF Supplement 1. Requisite completion goal is the fourth month of the eligibility period. Evaluation completion goal is the fifth month of the eligibility period. 35 FS and 80 FS/CCVs will notify pilots of the type of evaluation, requisites, and desired completion dates one week prior to entry into any evaluation eligibility period. Squadron CCV's will continue to notify pilots of checkride status until they have completed the evaluation.

5.5.3.2. **Out-of-the-Eligibility Period.** For periodic evaluations accomplished outside the eligibility period, all requisites must be completed within a six-month period beginning with the month in which the first ground requisite or flight evaluation was administered, whichever occurs first. **EXCEPTION:** For extended evaluations (IAW paragraph 5.8.3.2), requisites may be completed between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.

5.5.3.3. One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI 11-2MDS Vol 2.

5.5.3.4. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite zone for each evaluation.

5.5.3.5. For aircrew possessing instrument qualifications in multiple aircraft, one instrument exam may count for separate evaluations provided the instrument exam occurs within the zone for each evaluation IAW the paragraphs above.

5.6. Failure to Pass a Flight Evaluation.

5.6.1. **Recheck.** If an aircrew member fails a flight evaluation, a successful flight or ground recheck must be completed by the end of the third month after the date of the first failure, (e.g. for an evaluation on 20 Jun 12, complete the recheck by 30 Sep 12).

5.6.1.1. OG/CCs may approve waivers to the three-month time limit on a case-by-case basis.

5.6.1.1.1. Document the waiver(s) with an MFR to be included in the AF Form 8/8a IAW paragraph 7.8.3.2.2.

5.6.1.2. Commanders will determine the number of flights to be allowed during this period, based on the individual's experience level, present qualifications and hours of training required.

5.6.1.3. The flight examiner that administered the original check will not normally administer the recheck.

5.6.1.4. A recheck is successfully completed when the aircrew member performs to Q or Q-/debriefed criteria for each area graded U.

5.6.1.5. Ground rechecks may be directed when the flight examiner deems a flight recheck unnecessary, but are accomplished subsequent to the debriefing of a Q3 evaluation (document IAW paragraph 7.3.9.2).

5.6.1.6. Requisites that were valid for a failed evaluation per paragraph 5.5.3.1 or 5.5.3.2 remain valid, IAW the paragraphs above.

5.6.2. **Status Downgrade.** Aircrew members receiving a Q3 INSTM, QUAL and/or MSN evaluation are non-mission ready (NMR)/non-combat mission ready (N-CMR)/non-basic mission capable(N-BMC)/non-basic aircraft qualified (N-BAQ) IAW AFI 11-2MDS Vol 1. For instructor evaluations, aircrew status (i.e., MR/CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas/subareas.

5.6.3. **Restrictions.** When called for by this instruction or deemed necessary in the judgment of the flight examiner, flight restrictions will be imposed on the examinee until successful completion of assigned additional training and/or a recheck.

5.6.3.1. Restrictions should address the specific phase of flight and/or operation that requires supervision and the criteria for removal of the restrictions.

5.6.3.1.1. **QUAL Evaluation:** Place the examinee on supervised status (see paragraph 5.7) in the aircraft in which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft. For specialized, universal, and/or multiple qualified aircrew maintaining qualification for similar duty in multiple aircraft, AFI 11-2MDS Vol 2 may direct supervised status in all aircraft in which the individual maintains qualification.

5.6.3.1.2. **INSTM Evaluation:** Restrictions apply to all aircraft in which the examinee is required to maintain instrument qualification.

5.6.3.1.3. **MSN Evaluation:** The examinee may perform basic qualification/instrument tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.

5.6.3.1.4. **INSTR Evaluation** (or any evaluation where instructor qualifications are being evaluated): Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful recheck is completed.

5.6.3.2. Restrict aircrew receiving a Q3 on any evaluation until a successful recheck is completed (see paragraph 5.6.1).

5.6.3.3. If defined in AFI11-2MDS Vol 1 and/or Vol 2, formal schoolhouses will include restrictions on the AF Form 8/8a for any core item not accomplished due to training limitations, regardless if the method of qualification is by evaluation or instructor certification. Under no circumstance will aircrew perform core items in which they are not qualified unless under the direct supervision of an instructor. In this case, MDS-specific guidance will set the time requirement for completion of additional training.

5.6.3.4. Document restrictions on the AF Form 8/8a IAW paragraphs 7.3.5.7 and 7.3.7.1.

5.7. Supervised Status.

5.7.1. If unsatisfactory performance or restrictions require an examinee be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) will be determined by the SQ/CC and/or as specified in AFI11-2MDS Vol 1.

5.7.2. Supervision will only be accomplished by instructors or designated supervisors.

5.8. Timing of Aircrew Qualification Evaluations.

5.8.1. **Expiration Date.** Required periodic evaluations expire on the last day of the 17th month following the month in which the flight phase was successfully flown (e.g. a periodic evaluation in which the flight phase was completed on 9 Oct 10 expires on 31 Mar 12.).

5.8.2. **Eligibility Period.** Periodic evaluations will be scheduled in the eligibility period, defined as the six-month period prior to the expiration date.

5.8.3. **Out-of-the-Eligibility Period.** On a case-by-case basis, periodic evaluations may be scheduled before or after the eligibility period according to the following criteria:

5.8.3.1. **Evaluations Conducted Prior to the Eligibility Period.** SQ/CCs may authorize individuals to complete periodic evaluations prior to the eligibility period (document IAW paragraph 7.8.3.2.2).

5.8.3.2. Extended Evaluations.

5.8.3.2.1. **HHQ-Extended Evaluations.** HQ USAF/A3O-A may authorize blanket or group extensions on an as-required basis. Requests for extensions at MAJCOM or subordinate levels will be submitted IAW paragraph 1.3.2.

5.8.3.2.2. **MAJCOM-Extended Evaluations.** MAJCOM/A3s may extend evaluation expiration dates for individual aircrew members on a case-by-case basis IAW paragraph 1.3.1. Provide guidance for MAJCOM extensions in MAJCOM supplements to this instruction.

5.8.3.2.3. **SQ/CC-Extended Evaluations.** SQ/CCs may extend the expiration date of periodic evaluations up to three months for the reasons listed below (document IAW paragraph 7.8.3.2.2). Extensions will be on a case-by-case basis and this paragraph is not authority to grant blanket extensions. For individual extensions longer than three months, see paragraph 5.8.3.2.2. For group or blanket extensions, see paragraph 5.8.3.2.1. Requisites not completed during the original eligibility period must be completed prior to the extended expiration date.

5.8.3.2.3.1. PCS/PCA to a non-flying assignment.

5.8.3.2.3.2. Departing PCS or TDY for retraining in another aircraft type.

5.8.3.2.3.3. Undergoing unit aircraft conversion, as directed by MAJCOM.

5.8.3.2.3.4. Removal from active flying status (e.g. separation or retirement).

5.8.3.2.3.5. Participation in real world operations (to include operations other than war, alert, etc.) who are not able to complete the required flight evaluation(s) before or during deployment.

5.8.3.3. Non-Standard Approval Authority

5.8.3.3.1. For SQ/CCs and above (e.g. OG/CCs, WG/CCs, etc.), the approval authority is the next commander in the examinee's flying chain of command.

5.8.3.3.2. In all other cases, if the flying chain of command differs from administrative chain of command (e.g. HHQ attached flyers), approvals will be by the attached unit/CC with the concurrence of the examinee's immediate administrative supervisor.

5.8.3.3.3. For individuals not assigned to a MAJCOM, AF/A3O-A is the approval authority.

5.8.4. Failure to Complete an Evaluation within the Required Period. If an aircrew member fails to complete an evaluation (either ground phase or flight phase) within the eligibility period for an in-the-eligibility period evaluation (see paragraph 5.8.2) or within the period for an out-of-the-eligibility period evaluation (see paragraph 5.8.3), the aircrew member loses the qualification covered by the evaluation and the restrictions of paragraph 5.6.3 apply.

5.8.4.1. Qualification may be re-established by accomplishing a complete requalification evaluation (to include requisites) or by completion of the delinquent evaluation.

5.8.4.2. OG/CCs may waive the re-accomplishment of completed requisites on a case-by-case basis (document IAW paragraph 7.8.3.2.2).

5.9. Commander-Directed Downgrade. Any commander (squadron or above) may direct a downgrade (Q-/U) in a specific area/sub-area without unqualifying an individual. Additionally, a commander may direct a downgrade that either removes a qualification (e.g. IP to MP) or completely unqualifies an individual (e.g. MP to UP). Downgrades may be directed without administering an evaluation using the following guidance:

5.9.1. For flying-related cases, use for cause only (e.g., breach of flying discipline, flight safety, etc.). Incidents do not have to be directly observed by an examiner, but may be recommended by an examiner from any MDS/aircrew specialty.

5.9.2. For non-flying-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions (e.g. Letter of Counseling, Article 15, etc.). (Consult with the supporting SJA office for legal advice in these cases.) Use in cases where such incidences directly affect the commander's confidence in the aircrew member's ability to safely operate the aircraft and/or equipment (e.g. lapse in judgment significant enough to cast doubt on the aircrew's decision-making abilities in the aircraft).

5.9.3. For downgrades that either remove qualifications or completely unqualify an individual, the affected aircrew will cease acting in the qualification(s) from which they have been downgraded effective with the date the commander initiated the downgrade.

5.9.4. Commander Directed Downgrades will be documented IAW paragraph 7.4.

5.10. Multiple Qualification. Multiple qualification guidance applies to aircrew members who maintain qualification in two or more MDS aircraft. For Universal Qualification see paragraph 5.11.

5.10.1. When differences between aircraft in the same MDS are great enough, the lead MAJCOM, in coordination with using MAJCOMs, will identify requirements for separate qualification requirements.

5.10.2. When separate qualifications are not required, document certification in different MDS series using AF Form 4348, *USAF Aircrew Certifications*. In lieu of the AF Form 4348, MAJCOMs may approve use of a unit certification document signed by an authorized official.

5.10.2.1. **(Added-PACAF)** Units may use a “Letter of Xs” as a unit certification document.

5.10.3. **Documentation.** Document MAJCOM authority for multiple qualification, including a list of aircraft in which qualification will be maintained IAW paragraph [7.8.3.2.2](#). See AFI 11-202, Vol 1.

5.10.4. **Instrument Evaluation.** Pilots need only complete an INSTM evaluation, to include requisites, in one of the aircraft in which they maintain qualification as specified by the authorizing MAJCOM unless additional INSTM evaluation requirements are directed by the MAJCOM in its supplement to this instruction.

5.10.5. **QUAL and MSN Evaluations.** All aircrew require a QUAL evaluation, and, if applicable, a MSN evaluation, to include requisites, in each MDS aircraft they maintain qualification according to applicable AFI MDS Vol 2, or AFI 16-1202 Vol 2.

5.10.6. **Failure to Pass a Flight Evaluation.** A Q3 on an INSTM evaluation results in a downgrade in all aircraft flown in which instrument qualification is required. A downgrade resulting from a Q3 in a QUAL or MSN evaluation applies only to the aircraft for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft.

5.10.7. **(Added-PACAF)** Pilots qualified in multiple MDSs must accomplish a recurring evaluation in each aircraft. For communication system operators (CSO), flight attendants (FA), and Aeromedical Evacuation Crew Members qualified on multiple MDS, one evaluation in the eligibility period will satisfy recurring qualification requirements in all aircraft assigned. Closed and open book examinations will contain representative questions from respective flight manuals, and EPEs will include discussions on aircraft differences in systems, performance, and limits. For all crew positions, a separate Initial Qualification evaluation must be accomplished on each aircraft assigned.

5.10.7.1. **(Added-PACAF)** PACAF/A3 authorizes PACAF CSOs and FAs multiple MDS qualification on C-37A and C-40B aircraft. HQ PACAF/A3T is the approval authority for other exceptions to this paragraph.

5.11. Universal Qualification. Universal qualification guidance applies to specialized aircrew who maintain qualification in two or more MDS where qualification is attained/maintained via a minimum of a ground phase examination. A flight phase evaluation, when required, may be accomplished on any of the aircraft in which the aircrew member is either gaining or maintaining qualification.

5.11.1. **Applicability.** Specialized aircrew may gain/maintain aircraft qualifications IAW Universal Qualification guidance. MAJCOMs will identify Universal Qualified crewmember eligibility in the MAJCOM supplement to this AFI.

5.11.1.1. **(Added-PACAF)** The following specialized aircrews are authorized to maintain qualification in two or more MDSs IAW Universal Qualification guidance: Flight Surgeons, Combat Rescue Officer, Pararescuemen, Aerial Still Photographers, and Aerial Broadcasters.

5.11.2. **Documentation.** See [Chapter 7](#) or [Chapter 8](#), as applicable.

5.11.3. **Qualification and Mission Evaluations.** All aircrew qualifications maintained under Universal Qualification guidance are considered a QUAL evaluation. A MSN evaluation may be directed by applicable AFI 11-2MDS Vol 2 and/or MAJCOM supplement to this Instruction. MSN evaluations, when required, will include a flight phase evaluation in one MDS that the Specialized Aircrew member maintains qualification.

5.11.4. **Failure to Pass a Requisite/Flight Evaluation.** Failure of universally qualified aircrew members to pass a ground requisite or flight phase evaluation results in loss of applicable aircraft qualification, IAW MAJCOM supplement and AFI MDS Vol 2.

5.12. Aircrew Flying in Non-USAF Aircraft and with Non-USAF Units. Aircrew members authorized to perform duties in non-USAF aircraft IAW AFI 11-401, or on duty with or attached to non-USAF units for flying, abide by host service or host country guidance, except for the requirement to maintain a current physical and review their flight records according to AFI 11-202, Vol 1 and AFI 11-401.

5.12.1. Aircrew flying with non-USAF units (i.e. Exchange) do not need to abide by USAF guidance, including this AFI and AFI 11-2MDS Vol 2. Therefore, when they return to USAF units, they must complete applicable requisites and be evaluated for any periodic USAF evaluations that expired during their tour. The restrictions in paragraph [5.6.3](#) of this instruction apply to such individuals until successful evaluations are completed.

5.12.2. MAJCOM/A3s may approve exceptions to requirements for returning Exchange aircrew members to complete applicable requisites and expired USAF evaluations, if they determine non-USAF evaluations are equivalent to applicable AFI 11-2MDS Vol 2 evaluations (document IAW paragraph [7.8.3.2.2](#)).

5.12.3. USAF units that use non-USAF aircraft to execute a USAF flying program will comply with current USAF guidance, unless when excepted by proper authority. See AFI 11-401 for definitions of USAF and US Government aircraft.

5.13. Initial Cadre.

5.13.1. Aircrew members who are appointed by their MAJCOMs as initial cadre either for a new mission set requiring a MSN qualification or for a new MDS where no flight examiner currently exists will comply with the intent of this instruction.

5.13.2. See paragraph [7.5](#) for guidance on Form 8/8a documentation.

5.13.3. MAJCOMs will indicate through MFR which aircrew are appointed as initial cadre and include in the FEF IAW paragraph [7.8.3.2.2](#).

5.13.4. Tailor recurring evaluations to program requirements and aircraft capabilities. Simulators may be used to satisfy recurring evaluation requirements.

5.13.5. Pilots in these programs will maintain an instrument qualification (see paragraph 5.2.2). Maintenance of the instrument qualification, if not practical due to the developing capabilities of the new mission set and/or MDS, will be accomplished in aircraft possessing similar flying qualities/instrumentation as stipulated in the MAJCOM supplement/AFI 11-MDS Vol 2/MOU.

5.14. (Added-PACAF) Pyramid Evaluation Structure. Units will adhere to the pyramid evaluation structure to the maximum extent possible. This in no way shall interfere with leadership's discretion to conduct evaluations on aircrews assigned/attached to their squadron:

Table 5.2. (Added-PACAF) Pyramid Evaluation Structure.

Examinee	Examiner
Squadron assigned/attached personnel (other than listed below)	Any FE
Squadron assigned/attached FEs (other than listed below)	Squadron (or Det) Stan/Eval Chief/NCOIC or above
Squadron (or Det) CC, DO, Superintendent, Stan/Eval Chief/NCOIC	OGV or above
WG/CC/CV, OG/CC/CD/Superintendent and OGV FEs	NAF or above Exception: With OG/CC approval, OGV FEs may receive evaluations from OGV Chief, if same MDS/crew position
HHQ FEs	IAW para 5.14.1. (Added)
NAF CC/CV and MAJCOM CC/CV/A3	MAJCOM FE
Associate unit reservists including AFRC Group/CC/CV, SQ/CC, SQ/ DO and any attached HHQ flyer	Any FE

5.14.1. (Added-PACAF) When no qualified examiner is available above the examinee in the pyramid evaluation structure or chain of command, the highest available evaluator will administer the evaluation. If this occurs, obtain concurrence from PACAF/A3TV and document in the Additional Comments under Examiner's Remarks of the applicable Form 8a. Exception: if PACAF/A3TV is not manned in the MDS/crew position in question, units are not required to obtain PACAF/A3TV concurrence prior to the evaluation, but they will still document the departure from the pyramid evaluation structure on the Form 8/8a.

Chapter 6

AIRCREW EXAMINATION PROGRAM

6.1. Purpose. The aircrew examination program measures aircrew member knowledge of normal/emergency procedures, threats, and other information essential for the safe and effective operation of their assigned weapon system through the administration of written or computer-based examinations.

6.2. Scope. This chapter applies to rated (pilots, Remotely Piloted Aircraft (RPA) pilots, navigators, combat systems operators, and air battle managers), CEA, non-rated X-prefix AE aircrew and RPA sensor operators. For Flight Surgeons (rated), Combat Camera, and non-rated aircrew (K-, Q-, or other X-prefix Air Force Specialty Code) that only require an examination to establish qualification, see [Chapter 8](#). The examination program in this chapter includes requisite examinations for periodic evaluations and unit periodic examinations. Requisite examinations include qualification open book and closed book examinations, instrument examinations and Boldface/CAPs examinations as described in paragraph [5.5.1.1](#).

6.3. Administrative Procedures.

6.3.1. Program Documentation. Units will document the unit-level aircrew examination program.

6.3.1.1. (Added-8FW) Testing Program. 8 OG/OGV maintains and administers all requisite and periodic tests. 8 OG/OGV will maintain a suitable test area with a minimum of two testing computers, access to required publications, an environment free of distractions, and easily observed by a member of OGV. All tests will be administered at the 8 OG/OGV testing area except periodic tests, which will be distributed via PEX or to the 35 FS and 80 FS/CCVs for unit testing. All tests will be reviewed for accuracy annually or after any applicable publications changes.

6.3.2. Computer-Based Examinations. MAJCOM directed Stan/Eval software may fulfill the requirement for exams as outlined in this instruction.

6.3.3. Retention of Examination Records. Retain graded exam answer sheets/computer records until the AF Form 8/8a is completed.

6.4. Exam Sources.

6.4.1. Open Book Exams. Open book questions will come from publications containing information pertinent to the operation of applicable aircraft and performance of the assigned mission.

6.4.1.1. The open book subject areas and the publications used to generate the exam will be made available to aircrew during testing. Electronic publications may be used as references for open book examinations.

6.4.1.2. Each unit will develop an open book Secure Question Bank (SQB) that serves as the source for the open book exam. Do not distribute the SQB to unit aircrews and safeguard it in the same manner as any other required Stan/Eval exam.

6.4.1.3. **(Added-8FW)** Open Book Question Sources/Procedures. The test covers the following sources: ACCR 51-1, ACCR 55-9, ACCR 60-8, MDS-1, -1-1, -1-2, -1CL-1, -34, 1-1M-34, FLIP, AFI 11-202V3, AFI 11-2F-16V3, AFI 11-214, AFMAN 11-217, and AFI 11-401.

6.4.2. **Closed Book Exams.** Questions will come from MQFs.

6.4.2.1. **MDS/crew position-specific MQFs.** Lead MAJCOMs will ensure MDS/crew-specific MQFs are available for using MAJCOM use and distribution to applicable aircrew.

6.4.2.1.1. Units may edit MQFs to accommodate local testing procedures, administrative errors and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed.

6.4.2.1.2. Units will forward edits of MQF questions to the appropriate MAJCOM. Lead MAJCOMs will review MQFs annually and distribute changes to MQFs as necessary.

6.4.2.2. **Local Procedures MQF.** Units may develop and distribute a local procedures MQF to augment MDS/crew position-specific MQFs.

6.4.2.3. **(Added-PACAF)** For aircrew that have published Boldface/CAPs, include a separate Boldface/CAPs examination with closed book exams. Boldface/CAPs exams given in conjunction with an EPE may satisfy this requirement.

6.4.2.4. **(Added-8FW)** Closed Book Question Sources/Procedures. All closed book questions are derived directly from the ACC F-16CM MQF and 8 FW MQF. Closed book tests must be completed in one sitting.

6.4.3. **Instrument Exams.** Reference AFMAN 11-210, *Instrument Refresher Program*. Units will ensure that only those questions relevant to the weapons system(s) and instrument procedures within their unit are included in the available questions from which aircrew will test.

6.4.3.1. **(Added-8FW)** Instrument Requisite Exam Procedures. Individuals are responsible for complying with instrument refresher course classroom currency requirements specified in AFMAN 11-210. The instrument test will be administered at 8 OG/OGV testing facilities.

6.4.4. **Exam Question Review.** The MAJCOM, NAF, and OG Stan/Eval functions will review all MDS/crew position-specific MQFs, SQBs, and prepared exams (if used) annually and after any changes in source documents. If a complete review was accomplished due to a source document change it may be annotated as the annual review. Units will document procedures for the exam reviews in their supplement to this instruction.

6.5. End-of-Course Exams. FTUs administering USAF Formal School courses listed in the *Air Force Education and Training Course Announcement (ETCA)* database (<https://etca.randolph.af.mil/>) may use end-of-course (EOC) exams to fulfill the requirements of the open book, closed book and Boldface/CAPS (if applicable) requisite exams.

6.5.1. The Stan/Eval agencies of the MAJCOM responsible for training will coordinate with the MDS lead MAJCOM to ensure the EOC exam meets the requirements of this instruction and AFI 11-2MDS Vol 2 before awarding credit for requisite completion.

6.5.2. EOC exam questions do not need to incorporate MDS/crew position-specific MQFs. All questions must reflect the latest changes to all systems and/or operational procedures and not conflict with any MQFs.

6.5.3. All EOC exams that fulfill the requirements of requisite exams will be graded according to paragraph 6.8 and entered on the AF Form 8/8a according to paragraph 7.3.5.1.

6.6. Exam Management. With the exception of written Boldface/CAPs exams, units will either maintain prepared exams for each crew position or generate a unique exam for each aircrew member.

6.6.1. If prepared exams are maintained for each crew position:

6.6.1.1. Units are required to develop and control a minimum of two exams for each crew position.

6.6.1.2. Units having ten or fewer members per crew position require only one exam.

6.6.1.3. When different crew positions are responsible for the same information, units are not required to maintain separate exams for each crew position.

6.6.1.4. Change a minimum of 50 percent of the questions on each prepared exam each calendar year.

6.6.1.5. **(Added-8FW)** In order to ensure that enough examination responses are collected to calculate valid trend data, 8 OGV will develop and control only two versions of each of the requisite exams. As a recommendation, change the questions asked on these exams each July in order to comply with AFI 11-202v2 and PACAF Supplement 1.

6.6.2. If a unique exam is generated for each aircrew member:

6.6.2.1. Units may use MAJCOM-approved software for exam creation.

6.6.2.2. Requisite exam databases will contain at least twice the number of questions required for each exam (e.g. if a 50-question exam is generated, there must be at least 100 questions in the exam database).

6.6.3. When published guidance changes, the associated prepared exam or exam database (depending on method used) will be updated as soon as possible upon receipt.

6.6.4. **(Added-PACAF)** Unless specifically directed otherwise by AFI 11-2MDS, Volume 2, open and closed book requisite exams will consist of a minimum of 40 questions.

6.6.5. **(Added-8FW) Grading and Recording Scores.** For all requisite testing, 8 OG/OGV will grade and log tests immediately in PEX, and will notify Squadron CCV of completion.

6.7. Exam Security. Stan/Eval personnel will maintain positive control of all requisite exams, applicable answer sheets, and associated computer-based media.

6.7.1. **(Added-PACAF)** Tests should be administered in a designated testing location and monitored by Stan/Eval personnel.

6.8. Grading.

6.8.1. **Boldface/CAPs.** Grade Boldface/CAPs exams on the two-tier grading system (i.e. Q/U). Satisfactory performance requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The minimum passing grade is 100 percent.

6.8.2. **Written or Computer-Based Examinations.** Grade written or computer based examinations as a percentage of correct answers. The minimum passing grade is 85 percent. All questions missed will be reviewed immediately following the exam.

6.8.3. Units will grade all requisite and/or Boldface/CAPs exams prior to the aircrew member's next flight.

6.9. Failure to Pass a Requisite Exam.

6.9.1. **Reexamination Policy.** An aircrew member failing a requisite examination must be afforded an adequate study period prior to reexamination. For other than Boldface/CAPs, the aircrew member will be reevaluated using an alternate exam.

6.9.2. **Reexamination Period.** Aircrew members who fail a requisite exam must complete a successful reexam by the end of the third month following the date of the first failure, or the end of their eligibility period, whichever occurs first. Waiver authority to extend the time allowed to successfully complete the reexam is the OG/CC (document IAW paragraph [7.8.3.2.2](#)).

6.9.3. **Boldface/CAPs Reexamination Restriction.** Aircrew members failing a Boldface/CAPs exam will not fly as aircrew members until a successful Boldface/CAPs reexam is accomplished.

6.9.4. Supervised Status.

6.9.4.1. Place aircrew members who fail a requisite open/closed book or instrument exam in supervised status IAW paragraph [5.7](#) until successful retesting is completed.

6.9.4.2. For aircrew members who maintain multiple qualifications, supervised status resulting from failure of either an open or closed book examination applies only to the aircraft for which the examination was administered. Failure of the instrument exam results in the examinee being placed in supervised status in all aircraft in which instrument qualification is required.

6.9.4.3. **(Added-8FW)** For a failed requisite exam (open, closed, instrument) 8 OG/OGV will immediately contact 35 FS or 80 FS/DO or Operations Super with the test results and fill out an additional training letter (See [Attachment 4](#)). Pilots failing a requisite exam will be placed on supervised status until a successful reexamination is completed.

6.10. Unit Periodic Examinations (Optional).

If used, MAJCOMs and/or units will include guidance in their supplements to include procedures for failed exams.

6.10.1. Each group/squadron Stan/Eval function may conduct periodic testing for all aircrew. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit.

6.10.2. Administration of the exam is at the discretion of the MAJCOM and/or unit.

6.10.3. Periodic exams will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam.

6.11. (Added-PACAF) Units will conduct semiannual testing. Test will consist of a minimum of 25 questions. Unit Stan/Eval should determine specific objectives prior to testing (MQF vs. non-MQF questions, inclusion of weapons or Intel questions, questions from past trends, etc.) Report the results (including percentage of aircrews tested) at the semi-annual SEB. Units will include guidance in their supplements detailing procedures for failed exams.

6.12. (Added-8FW) Periodic Testing Program. 8 OG/OGV will develop weekly examinations covering general knowledge for F-16 systems and all phases of flight operations. Testable areas include, but are not limited to the ACC F-16CM MQF and 8 FW MQF. Weekly study assignments will be sent out via email and posted to sharepoint by 8 OG/OGV to ensure adequate test preparation. TSP units will participate in weekly testing and may be required to generate airframe-specific tests questions. PEX will be the primary means to administer tests. Trend tracking features within PEX will be utilized to provide trend analysis to OGV. Paper backup tests will be available and posted to the 8 OG/OGV sharepoint site for use in the event PEX is not available. FS/CCVs will administer, grade, and note trends of tests if PEX testing is unavailable. Additionally, FS/CCVs will track and provide individual test scores per test, weekly to OGV in the event paper tests are taken. The last GK test of every month will act as a primer for the following month's SEPT.

6.12.1. **(Added-8FW)** Each week, pilots will have three days to complete the test in PEX. By default, the test will be available for testing on Wednesdays (Tuesday for shortened weeks). Initially, pilots will be "yellow" in PEX for "TEST" and subsequently turn "red" for "TEST" NO-GO by Monday if the test has not been completed. Reference paragraph [9.3.5.8](#) for further guidance on weekly GK tests as GO/NO-GO events.

Chapter 7

DOCUMENTATION

7.1. Scope. Administration of the aircrew qualification evaluation program requires accurate documentation. The qualifications for which an aircrew member is to be evaluated are determined from the unit certification document. This chapter provides documentation guidance for members that require an in-flight evaluation to establish qualification. See [Chapter 8](#) for documentation guidance pertaining to flight surgeons, combat camera, and non-rated aircrew that only require an examination to establish qualification.

7.1.1. The results of aircrew evaluations are recorded on the AF Form 8/8a. The chronological history of evaluations for an aircrew member is recorded on an AF Form 942, *Record of Evaluation*. These AF forms are maintained in the FEF.

7.1.2. In all instances of documentation, use of electronic forms is authorized, to include use of electronic signatures and wholly electronic FEFs IAW MAJCOM supplement guidance. In all instances, computer-generated forms must mirror AF forms as published on the USAF E-Publishing web site.

7.1.2.1. **(Added-PACAF)** The use of electronic signatures is authorized on all compatible electronic forms. Units may maintain electronic FEFs IAW para. [7.8.2](#) and local supplement guidance. In all cases, units will maintain some form of backup for electronically-stored forms in case of network failure or data loss affecting the primary source of storage.

7.1.3. **(Added-8FW) Checkride Progress Folder.** Once an examinee enters the zone, squadron CCV will prepare a checkride progress folder using the Checkride-In-Progress Checklist (See [Attachment 11](#)). The checkride progress folder will contain a CAPs worksheet, FE Intel worksheet, and appropriate 8 OG Temp Form 8. FEs will use this folder to maintain requisite documents throughout the evaluation. The Checkride-In-Progress Checklist will provide each OPR with a single source to track and annotate actions taken towards checkride completion.

7.2. Qualifications versus Certifications. Qualifications are attained through evaluations and documented on the AF Form 8/8a, as applicable. Certifications are attained through methods other than evaluation (e.g. commander certifications, flight lead upgrades, etc.) and may be documented on an AF Form 4348, *USAF Aircrew Certifications* or on a unit certification document signed by an authorized official.

7.2.1. **(Added-PACAF)** Units may use a “Letter of Xs” as a unit certification document.

7.3. AF Form 8/8a, *Certificate of Aircrew Qualification*.

7.3.1. **Purpose.** The AF Form 8/8a is the source document used to record and verify the qualification of an aircrew member.

7.3.1.1. Use the AF Form 8 to record aircrew qualification in a single aircraft.

7.3.1.2. Use of the AF Form 8a is optional for aircrew maintaining qualification in multiple aircraft and/or multiple series qualification in the same MDS or are Universal Qualified.

7.3.1.3. Completion of an AF Form 8/8a is accomplished by four individuals: the flight examiner, a Reviewing Officer, a Final Approving Officer, and the examinee.

7.3.2. **General Data Entry.** See [Attachment 3](#) for sample AF Forms 8, [Attachment 4](#) for sample AF Forms 8a.

7.3.2.1. In all instances of data entry, if an electronic form is used, the format required by the electronic form will be used (see also paragraph [7.1.2](#)).

7.3.2.2. For date fields use a two-digit day, three-letter month and two-digit year format (e.g. 24 Jun 12).

7.3.2.2.1. **(Added-PACAF)** Incorrect date formats are not required to be listed in FEF Minor discrepancy logs.

7.3.2.3. The “Eligibility Period” and “Expiration Date of Qualification” blocks will use a three-letter month and two-digit year format (Jun 12).

7.3.2.4. Except where specifically noted otherwise (i.e. annotating the type evaluation, “INSTR”), use upper and lower case letters.

7.3.2.5. Requirements for font, indentation, and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards as desired.

7.3.3. **Date Completed.**

7.3.3.1. Use the latest completion date of the evaluation requisites (ground or flight phase) or the additional training if assigned.

7.3.3.2. **(Form 8a)** Use the latest completion date of all MDS listed.

7.3.4. **Section I - Examinee Identification.**

7.3.4.1. Name, Rank (USAF-standard abbreviated or non-abbreviated rank is acceptable) and last four of Social Security Number (SSN).

7.3.4.2. Organization and Location.

7.3.4.2.1. Enter the unit designation and location where the examinee is assigned/attached for flying (actual unit/office symbol will be annotated IAW paragraph [7.3.6.4](#)).

7.3.4.2.2. For FTU courses in which an evaluation is administered, the organization and location will reflect the FTU organization/location.

7.3.4.2.3. **(Added-PACAF)** Use HQ PACAF/A3TV or HQ PACAF/IG (as appropriate), for HQ PACAF-approved flight examiners.

7.3.4.3. Aircraft/Crew Position.

7.3.4.3.1. Enter the MDS in which the evaluation was given

7.3.4.3.2. **(Form 8a)** Enter the aircraft MDS in which the flight phase evaluation was given. When no flight phase evaluation was accomplished or when aircrew are qualified in two or more aircraft IAW Universal Qualification guidelines, enter the primary aircraft MDS.

7.3.4.3.3. Enter the examinee's highest qualification reflecting the intention of the evaluation in that particular MDS. **Note:** Examiner (e.g. EP, EF, etc.) is not a qualification, it is a certification, and should only be entered when the flight examiner is receiving a SPOT Flight Examiner Objectivity evaluation IAW MAJCOM supplements.

7.3.4.4. Eligibility Period.

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last similar periodic aircrew qualification evaluation (e.g., if the last MSN evaluation expires Sep 12, enter Apr-Sep 12).

7.3.4.4.2. Enter N/A (not applicable) for INIT, SPOT, RQ, and out-of-the-eligibility period evaluations (see paragraph 5.8.3.2).

7.3.4.4.3. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of paragraph 5.8.3.2.3, enter the 6-month period preceding the original expiration date (SQ/CCs extend only the expiration date, not the eligibility period).

7.3.4.4.4. Dual entries are authorized for misaligned combined evaluations (e.g., if last INSTM evaluation expires Nov 12 and QUAL evaluation expires Jan 13, enter "INSTM: Jun-Nov 12/QUAL: Aug 12-Jan 13" for an INSTM/QUAL evaluation).

7.3.5. **Section II - Qualification.**

7.3.5.1. **Ground Phase.**

7.3.5.1.1. Examination/Check.

7.3.5.1.1.1. Make a separate entry for each ground requisite exam/evaluation. Discrepancies will be noted in the examiner's remarks (see paragraph 7.3.7.3.3).

7.3.5.1.1.2. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section.

7.3.5.1.1.3. Annotate an EPE as 1, 2, or 3 regardless of whether all or a portion of the EPE was performed inflight.

7.3.5.1.1.4. Annotate "Instrument" for instrument requisite exam.

7.3.5.1.1.5. Annotate "Boldface" or "CAPs" as required by the applicable AFI 11-2MDS Vol 2.

7.3.5.1.1.6. **(Form 8a)** Make a separate entry for each ground requisite exam/evaluation by MDS IAW published guidance.

7.3.5.1.1.7. **(Form 8a)** For a combined ground requisite that includes all applicable aircraft under Universal Qualification guidelines (example: one closed/open book examination which contains questions for more than one aircraft or one EPE which evaluates more than one aircraft) make a single line entry for each requisite (i.e. Open Book, Closed Book, EPE etc.).

7.3.5.1.2. **Date.** In the date column, enter the date that the requisite is successfully completed. Enter the recheck (EPE)/reexam (test/Boldface/CAPs) date if a recheck/reexam was required.

7.3.5.1.3. Grade.

7.3.5.1.3.1. Enter failed exam score with a successfully completed reexam as follows: **84/98**.

7.3.5.1.3.2. Enter failed Boldface/CAPs with successful re-accomplishment as follows: **U/Q**.

7.3.5.1.3.3. Separate Boldface/CAPs grades from other requisite examination grades when on the same line by enclosing them in parentheses as follows: **84/98 (U/Q)**.

7.3.5.1.3.4. Enter failed EPE grades with a successful recheck as follows: **3/1**.

7.3.5.2. **Flight Phase.**

7.3.5.2.1. **(Form 8a)** If applicable governing instructions require non-rated aircrew to demonstrate in-flight proficiency in more than one MDS, MAJCOMs may use a separate AF Form 8a for each MDS with flight phase evaluations IAW multiple qualification guidance in paragraph **5.10** and universal qualification guidance in paragraph **5.11**.

7.3.5.2.2. Mission/Check.

7.3.5.2.2.1. IAW paragraph **5.2**, use the following designations to describe the purpose of the evaluation(s): INSTM, QUAL, MSN, INSTR, or SPOT. If combined, include the designation of each evaluation (e.g., QUAL/MSN, INSTM/QUAL/MSN, etc.).

7.3.5.2.2.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, N/N and/or SIM. More than one prefix may be used to describe an evaluation as outlined in paragraph **5.2.6**.

7.3.5.2.2.2.1. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in paragraph **5.2.4**.

7.3.5.2.2.2.2. INSTR will not be used for periodic evaluations as the AF Form 8/8a aircraft/crew position is already annotated with the instructor designation (e.g. IB, IN, IP)

7.3.5.2.2.2.3. When requalification deals with regaining a complete loss of instructor qualification, document it as RQ INSTR (not RQ SPOT).

7.3.5.2.2.3. Make a single line entry to document the flight(s)/event(s) used to complete the evaluation.

7.3.5.2.2.4. Make multiple single line entries for each flight/event if two or more flights/events are required and administered by either different flight examiners or on separate days.

7.3.5.2.2.5. Where a single mission (such as airlift tasking) consists of multiple

flights over one or more days with the same flight examiners, a single line entry may be used.

7.3.5.2.3. Date.

7.3.5.2.3.1. Enter the date the flight/event was completed.

7.3.5.2.3.2. For evaluations where a single mission consists of multiple flights over one or more days (see paragraph 7.3.5.2.2.5), enter the inclusive dates of the flight(s). Document the details IAW paragraph 7.3.7.3.2.

7.3.5.2.3.3. For evaluations conducted on missions consisting of a single flight spanning more than one day, use a single line entry with the date the mission was completed. Document the details IAW paragraph 7.3.7.3.2.

7.3.5.3. Qualification Level.

7.3.5.3.1. Annotate the examinee's overall qualification level IAW the definitions of paragraph 5.3.3 by placing a "1" (for Q1) or "2" (for Q2) in the qualified block or a "3" (for Q3) in the unqualified block.

7.3.5.3.2. Combined evaluations (e.g., INSTM/QUAL, INSTM/QUAL/MSN, etc.) require only one grade if all evaluations were awarded the same overall level.

7.3.5.3.2.1. If the overall level varies for each type of evaluation accomplished, indicate the qualification level for each part separately (e.g., "INSTM: 1" and "QUAL: 2" in the qualified block or "INSTM/MSN: 1" in the qualified block and "QUAL: 3" in the unqualified block).

7.3.5.3.3. **(Form 8a)** Place a 1, 2, or 3 in the Qual Level block next to the applicable flight phase.

7.3.5.3.4. **(Form 8a)** This section does not apply to Universal Qualified aircrew members or to crewmembers that do not require a flight phase evaluation (see Chapter 8).

7.3.5.4. Expiration Date of Qualification.

7.3.5.4.1. IAW paragraph 5.8.1. for evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed.

7.3.5.4.2. For evaluations that do not establish a new eligibility period, enter "N/A."

7.3.5.4.3. Combined evaluations require only one date if all parts of the evaluation were successfully completed and/or "N/A" if all parts were assigned an unqualified grade.

7.3.5.4.3.1. For combined evaluations where one component is successfully completed and/or one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and "N/A" for those portions awarded an unqualified grade (e.g., QUAL 1 and INSTM 3, then enter "QUAL-Jul 12" under Qualified and "INSTM-N/A" under Unqualified).

7.3.5.4.4. **(Form 8a)** For evaluations **without** a flight phase requirement that establish a new eligibility period enter the month and year that is 17 months after the month in which the latest ground requisite was successfully completed.

7.3.5.4.5. **(Form 8a)** For evaluations **with** a flight phase that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase evaluation was successfully completed.

7.3.5.5. **(Form 8a) Universal Qualification.** Annotate each MDS separately in Section II, Universal Aircraft Qualification blocks, where qualification is being attained/maintained. The first block will contain the MDS listed under ACFT/CREW POSITION, and will be annotated on the AF Form 942 IAW paragraph 7.7.2.

7.3.5.6. **Additional Training.** If additional training not required, annotate each of the blocks described below with "N/A."

7.3.5.6.1. **Due Date(s).**

7.3.5.6.1.1. Enter a date not to exceed the last day of the third month following the event requiring additional training (e.g. 26 Jan 12 Flight Eval, 30 Apr 12 due date).

7.3.5.6.1.2. If more than one date is required, preface the due dates with EPE or FLT as appropriate.

7.3.5.6.2. **Date Additional Training Completed.**

7.3.5.6.2.1. Enter the date(s) the examinee completed additional training, otherwise, enter "N/A."

7.3.5.6.2.2. If more than one date is required, preface the date completed with EPE or FLT, as appropriate.

7.3.5.6.3. **Certifying Official.** The instructor who completed the additional training (or final event if more than one instructor is used) will sign as the Certifying Official.

7.3.5.7. **Restrictions/Exceptionally Qualified/ Commander-Directed Downgrade.** Place an "X" in the appropriate block when comments are annotated in Section IV. Do not annotate for restrictions resulting from failed requisite exams.

7.3.6. **Section III – Certification Signatures.**

7.3.6.1. **Flight Examiner.**

7.3.6.1.1. **(Form 8a)** With only ground phase requisites required, any unit designated flight examiner can sign the AF Form 8a.

7.3.6.1.2. The flight examiner signing Section III of the AF Form 8:

7.3.6.1.2.1. Is responsible for the content of the AF Form 8/8a, and will not sign Section III until verifying all required items (IAW this AFI and AFI 11-2MDS Vol 2) are documented.

7.3.6.1.2.2. Will always place an "X" in the remarks block and make comments in the comments block

7.3.6.1.2.2.1. **(Form 8a)** This applies only when a flight phase is required; if

only a ground phase is required, do not place an "X" in the remarks block and no Examiner Remarks are required in the Comments block in Section IV.

7.3.6.1.3. If two or more flights are required to complete an evaluation, only the flight examiner completing the evaluation will sign Section III, any other evaluator(s) will enter remarks in the Mission Description block describing those parts of the flight evaluation they evaluated and sign a signature block immediately adjacent to their remarks (see examples in [Attachment 3](#)).

7.3.6.2. Reviewing and Final Approving Officers.

7.3.6.2.1. **(Form 8a)** A Reviewing Officer is not required for non-rated aircrew with only ground phase examination requisites for qualification.

7.3.6.2.2. The Reviewing and Final Approving Officers (those officers holding these positions, or acting in their stead during the period of the signature process -- not necessarily the date of the evaluation) will review the content of the AF Form 8/8a and the flight examiner's overall assessment, ensure all required additional training is adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block.

7.3.6.2.2.1. If either or both officers do not agree with any portion of the Form 8/8a, the overall grade will not be changed, but the dissenting officer will place an "X" in the "Do Not Concur" block on his/her line of the AF Form 8/8a.

7.3.6.2.2.2. If "Do Not Concur" is marked, the non-concurring officer(s) will provide justification (e.g. reason for non-concurrence, suggested modifications to additional training as recommended by the flight examiner, etc.) IAW paragraph [7.3.7.4](#) and/or paragraph [7.3.7.5](#).

7.3.6.2.3. The Reviewing Officer will sign and date the AF Form 8/8a after the flight examiner, but prior to the Final Approval Officer.

7.3.6.2.4. The Final Approval Officer will sign and date the AF Form 8/8a after the Reviewing Officer but prior to the examinee. As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade IAW paragraph [5.9](#) if further action is warranted.

7.3.6.2.5. MAJCOMs will specify in the MAJCOM supplement who the reviewing and final approving officers will be for evaluations other than formal course evaluations accomplished at an FTU. The same individual will not sign as both the Reviewing and Final Approving Officer.

7.3.6.2.5.1. **(Added-PACAF)** Units may develop their own matrices for determining reviewing and final approving officers. Any unit-developed matrices will be included in the unit supplement to this instruction. In the absence of unit-developed matrices, units will use [Table 7.1 \(Added\)](#) to determine reviewing and final approving officers. For attached flyers at the NAF level and above, use [Table 7.1 \(Added\)](#) to determine reviewing and final approving officers.

7.3.6.2.5.1.1. **(Added-8FW)** The 8 FW will use the matrix in [Table 7.1](#) for determining reviewing and final approving officers.

7.3.6.2.5.2. **(Added-PACAF)** If unable to meet the requirements of **Table 7.1 (Added)** due to personnel availability or the FE's position (ie. CC or DO), the Reviewing Officer and Approving Officer will be the next higher individual in the examinee's chain of command. In no case will the Flight Examiner (Block III.1.), the Reviewing Officer, or the Approving Officer be the same individual.

7.3.6.2.5.3. **(Added-PACAF)** Associate units will define variations from above required to satisfy Active/Guard/Reserve chain of command oversight in their unit supplements.

Table 7.1. (Added-PACAF) AF Form 8 Reviewing/Approving Officers.

Examinee	Reviewing Officer	Approving Officer
SQ Assigned	Flt/CC	SQ/CC
SQ ADO or Flt/CC	SQ/DO	SQ/CC
SQ/DO	SQ/CC	OG/CC
SQ/CC	OG/CD	OG/CC
WG/OG/SQ Attached	Attached Flying SQ/CC	OG/ CC
OG/CD	Attached Flying SQ/CC	OG/CC
OG/CC	Attached Flying SQ/CC	WG/CC
WG/CV	Attached Flying SQ/CC	WG/CC
WG/CC	Attached Flying SQ/CC	NAF/CC/CV
NAF Attached	Attached Flying SQ/CC	NAF/CC
NAF/CC	Attached Flying SQ/CC	PACAF/A3
MAJCOM Attached	PACAF/A3T	PACAF/A3
MAJCOM IG/A3	PACAF/A3T	PACAF/A3
Associate unit reservists, including AFRC Group/CC, Group/CD, SQ/CC, SQ/DO, and any attached HHQ flyers	Attached (Host) SQ/CC	Assigned SQ/CC

Table 7.1. (8FW) 8 FW AF Form 8 Reviewing and Approving Matrix.

Checks Given To:	Reviewing: (1)	Approving: (1),(2)
Assigned Pilots	Flt/CC, then SQ/DO	SQ/CC, then OG/CC
Flt/CCs / ADOs	SQ/DO, then SQ/CC	SQ/CC, then OG/CC
Attached Pilots / OGV FEs SQ/DOs / OG/CD	SQ/CC, then OG/CD	OG/CC, then WG/CC
SQ/CC	OG/CD, then OG/CC	OG/CC, then WG/CC
OG/CC	SQ/CC, then OG/CD	WG/CC, then NAF/CC
WG/CV	SQ/CC, then OG/CC	WG/CC, then NAF/CC
WG/CC	SQ/CC, then OG/CC	NAF/CC, then NAF/CV
NAF Attached	SQ/CC, then OG/CC	NAF/CC, then NAF/CV
NAF/CC	SQ/CC, then OG/CC	PACAF/A3
MAJCOM Attached	PACAF/A3T	PACAF/A3
MAJCOM IG/A3	PACAF/A3T	PACAF/A3

NOTES:

- (1) Use the first position in the block unless that person is giving or receiving the evaluation or will not be available to sign for an extended period of time, then use the second position. Always elevate Reviewing Officer to the examinee's next highest level in the flying chain of command which may be summarized as: FLT/CC, SQ/DO, SQ/CC, OG/CD, OG/CC, FW/CV, FW/CC, AOG/CD, AOG/CC, NAF/CV, NAF/CC, MAJCOM/DO, MAJCOM/CC.
- (2) Approving Officers will always be the SQ/CC, OG/CC, WG/CC, NAF/CC or MAJCOM/DO as appropriate.

7.3.6.2.6. For evaluations completed at formal course FTU locations, the reviewing and final approving officers will be assigned to the FTU.

7.3.6.3. **Organization Block Format.** The format and content of data for the Organization block for the flight examiner and reviewing and final approving officers will be as follows:

7.3.6.3.1. **Flight examiner.** Annotate unit/organization and office symbol of the flight examiner that completed the evaluation (e.g., 526 ARS/DOT, 12AF/OV, USAFE/A3TV).

7.3.6.3.2. **Reviewing and Final Approving Officers.** Annotate unit/organization and office symbol as directed by MAJCOM supplement (e.g., 93 BS/DO, 388 OG/CC, 4 FW/CC).

7.3.6.4. **Examinee.** The examinee will sign and date after the Final Approving Officer certifying that they have been debriefed and understand the action(s) being taken. Annotate unit/organization and office symbol in the Typed Name and Grade block (e.g. HQ ACC/A3TV, 48 OG/OGV, etc.).

7.3.6.4.1. **(Added-PACAF)** Errors or omissions regarding the examinee's office symbol are not required to be listed in FEF Minor discrepancy logs.

7.3.7. **Section IV – Comments.**

7.3.7.1. **Restrictions (if required).**

7.3.7.1.1. Specific restrictions and the criteria for the removal of the restrictions will be documented as the first item of Section IV.

7.3.7.1.2. Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

7.3.7.1.3. Restrictions associated with failed requisite examinations will not be documented on the AF Form 8/8a.

7.3.7.2. **EQ Designation (when used).** Enter designation in all capital letters. Document justification (e.g., areas of excellence) before Examiner's Remarks. Do not use OPR/EPR style statements (e.g. stratification). See examples in [Attachment 3](#).

7.3.7.3. **Examiner Remarks.**

7.3.7.3.1. **General.** For evaluations requiring two or more flights, the mission description will be annotated with First Sortie, Second Sortie, etc., as applicable.

7.3.7.3.1.1. First Sortie, Second Sortie, etc. entries on subsequent paragraphs/

subparagraphs will be annotated only if there are discrepancies or recommended additional training.

7.3.7.3.1.2. In all instances, except for the mission description, if no verbiage is needed annotate with “None”.

7.3.7.3.2. **Mission Description.** The verbiage of the Mission Description will be IAW AFI 11-2MDS Vol 2 and will verify that the required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors (if the instructor taught throughout the entire mission and there were numerous areas in which instructional ability was demonstrated, one general comment will suffice).

7.3.7.3.2.1. **(Added-PACAF)** In addition to a description of the significant mission events, a blanket statement such as “All evaluation areas required by AFI 11-2MDS, Volume 2 were accomplished” is the recommended method for confirming that all required areas were evaluated. At the end of the Mission Description add the examinee’s supervisor’s rank, name, position (CC/DO/Flt CC), and whether he/she attended the debrief or was debriefed on mission results (i.e. “Lt Col Jones, 69 FS/DO, attended the debrief.”).

7.3.7.3.3. **Discrepancies.** Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade (Q-/U), annotation if discrepancy was debriefed and synopsis of discrepancy. Associate all ground phase discrepancies under paragraph B. Discrepancies, 1. Ground, and all flight phase discrepancies under B. Discrepancies, 2. Flight.

7.3.7.3.4. Recommended Additional Training.

7.3.7.3.4.1. If discrepancies are documented in paragraph B and are not listed as Debriefed, annotate Paragraph C with recommended additional training.

7.3.7.3.4.2. Descriptions of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to a flight examiner or an instructor.

7.3.7.3.4.3. If additional training items will not fit on the AF Form 8/8a, at a minimum annotate the proficiency that will be required by the examinee prior to the recheck.

7.3.7.3.4.4. Flight and ground discrepancies will be listed separately. If there is no additional training, annotate paragraph C as, “Recommended Additional Training. None.”

7.3.7.3.5. **Additional Comments.**

7.3.7.3.5.1. Comments are restricted to significant information dealing with the evaluation not documented elsewhere.

7.3.7.3.5.2. Document any commendable items (see paragraph [5.3.2.7](#)) under Additional Comments using the following format: “Commendable” followed by grading area number, grading area title (followed by any subarea title in parenthesis) and flight examiner’s description of commendable circumstances

(see [Attachment 3](#)).

7.3.7.3.5.3. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.

7.3.7.3.5.4. If the flight phase grade differs from the overall qualification level, the flight phase grade will be entered in this paragraph.

7.3.7.3.5.5. If an alternate evaluation method is used to satisfy a part of the ground or flight phase requirements (unless always accomplished verbally, on the ground, or in the simulator/ATD according to the AFI 11-2MDS Vol 2 grading criteria), enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.3.7.3.5.6. If an individual received an overall Q3, indicate whether the entire evaluation must be reaccomplished, or just specific areas/subareas.

7.3.7.3.5.7. If the recheck examiner of a ground recheck is different from the initial flight examiner, the recheck examiner will sign and date a statement under this paragraph.

7.3.7.3.5.8. IAW paragraph [5.2.5.2.1](#), if a SPOT evaluation is used to update a periodic evaluation and/or the OG/CC authorizes additional flights after the SPOT to accomplish a periodic evaluation, document the circumstances in this section.

7.3.7.3.5.9. Incorporate the information contained in any applicable MFRs (e.g. extension, waivers, etc.) in this paragraph (see paragraph [7.8.3.2.2](#)).

7.3.7.3.5.10. Document individual or group waivers applicable to the evaluation.

7.3.7.4. Reviewing Officer's Remarks. Reviewing Officers will annotate their remarks following the Examiner's Remarks in the space provided. If no remarks, annotate with "None."

7.3.7.5. Approving Officer's Remarks. Approving Officers will annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with "None."

7.3.7.6. Additional Reviews (Optional). Additional reviews are at MAJCOM/unit discretion and will be defined in the MAJCOM and/or unit supplement.

7.3.7.6.1. **(Added-8FW)** The SQ/DO and 8 OG/OGV will review all AF Forms 8 and initial on the reverse side. The 8 OG/CC will review and initial the AF Form 8 on the reverse side for evaluations rated EQ (Exceptionally Qualified), Q2, Q3, and for re-qualification evaluations following a Q3. The 8 FW/CC will review and initial all of the above with the exception of Q2 evaluations. If one of these individuals appears on the front of the AF FORM 8, their review block can be deleted from the back.

7.3.8. Temporary Evaluation Documentation.

7.3.8.1. File temporary evaluation documentation in the aircrew member's FEF after all evaluation requirements are complete (i.e., all ground and flight requisites) as a temporary record of the flight evaluation results.

7.3.8.2. The temporary evaluation documentation will include examinee, examiner, type evaluation, qualification level, requisites results, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates.

7.3.8.3. The examiner completing the evaluation will sign and date the temporary evaluation documentation.

7.3.8.3.1. **(Added-8FW) Temporary AF Form 8.** The FE conducting the evaluation will complete and sign the 8 OG Form 19-1/*INSTM/QUAL Emergency Evaluation Worksheet* ([Attachment 18](#)) for INSTM/QUAL emergency procedures evaluation results, 8 OG Form 19-2/*MSN Emergency Evaluation Worksheet* ([Attachment 19](#)) for MSN emergency procedures evaluation results, 8 OG Form 29/*INSTM/QUAL Evaluation Worksheet* ([Attachment 20](#)) for instrument evaluation results, 8 OG Form 39/*MSN Evaluation Worksheet* ([Attachment 21](#)) for mission evaluation results, 8 OG Form 59/*MSN Evaluation Worksheet – FAC(A)* for FAC(A) mission evaluation results ([Attachment 21](#)), or 8 OG Form 49/*SPOT Evaluation Worksheet* ([Attachment 22](#)) for Objectivity evaluation results. FEs will give these forms to the 35 FS and 80 FS/CCVs when completed and signed. The signed 8 OG Form 19-1/-2, 29, 39, 49 or 59 will serve as the temporary AF Form 8. All above mentioned forms can be found on the 8 OG/OGV Sharepoint site.

7.3.8.3.2. **(Added-8FW) Temporary AF Form 8 Filing.** Once all checkride elements are completed, CCV will place the temporary AF Form 8 package into the examinee's FEF. The temporary AF Form 8 package will consist of the signed 8 OG Form 19-1/-2, 29, 39, 49 or 59 and a CAPs worksheet. Once CCV completes the permanent AF Form 8 via PEX, they will file the signed AF Form 8 in the FEF, remove the temporary AF Form 8 package, and update the AF Form 942. Squadron CCV will maintain temporary AF Forms 8 for one year.

7.3.8.3.3. **(Added-8FW) AF Form 8 Filing for PCS.** 35 FS and 80 FS/CCVs will maintain a copy of the completed AF Form 8 when mailing the original to a pilot who has PCS'd, until it is determined that the original has been received or six months have passed, whichever occurs first.

7.3.8.3.4. **(Added-8FW) PEX AF Form 8 procedures.** Document all requisites in PEX as they are completed and update the PEX checkride zone tracker on squadron CCV Stan/Eval boards. Requisite test records will be available in PEX until completion of AF Form 8 and AF Form 942. Squadron CCVs will use the most current PEX format when writing AF Forms 8. Squadron CCVs will ensure a 1522 is submitted to squadron SARMS for each completed evaluation (until this process can be incorporated into PEX).

7.3.8.3.5. **(Added-8FW) AF Form 8 Review.** Once squadron CCV completes an AF Form 8, they will forward electronic copies to OGV for review prior to signature routing. 35 FS and 80 FS/CCV have responsibility for maintaining positive control of the AF Form 8 and for completion of reviews and signatures.

7.3.8.4. Remove temporary evaluation documentation when the permanent AF Form 8/8a is filed in the FEF.

7.3.8.5. File the completed AF Form 8/8a in the FEF not later than the end of the third month following the date completed annotated on the AF Form 8/8a.

7.3.8.6. Further guidance concerning temporary evaluation documentation will be outlined in MAJCOM and unit supplement.

7.3.9. Rechecks

7.3.9.1. Flight Rechecks

7.3.9.1.1. Use a separate AF Form 8/8a from the Q3 AF Form 8/8a for flight phase rechecks.

7.3.9.1.2. The recheck AF Form 8/8a will only include documentation of the flight phase evaluation, Requisite completion dates from the Q3 AF Form 8/8a will not be annotated on the recheck form unless requisites were not completed or are required to complete the recheck.

7.3.9.1.3. If the flight recheck is completed prior to completion of required requisites, delay completion of the AF Form 8/8a until requisites are complete and enter the requisites on the recheck AF Form 8/8a.

7.3.9.2. Ground Rechecks.

7.3.9.2.1. A ground recheck will be documented on the Q3 AF Form 8/8a that generated it.

7.3.9.2.2. Except as described below, the AF Form 8/8a will be documented as described in paragraphs 7.3.4 through 7.3.7.

7.3.9.2.2.1. **Date Completed.** Use the latest completion date (ground requisite or successful ground recheck) of the evaluation.

7.3.9.2.2.2. **Flight Phase.** Document the date of the ground recheck on a separate line as "GROUND RECHECK" below the flight evaluation entry under Flight Phase.

7.3.9.2.2.3. **Qualification Level.** Annotate the overall qualification level as "3/1" in the qualified block.

7.3.9.2.2.4. The flight examiner that completed the flight evaluation (i.e. the one that gave the overall Q3) will sign the front of the AF Form 8/8a. If the recheck examiner is different than the flight examiner that gave the Q3, the recheck examiner will sign and date an appropriate statement in Section IV - Comments, Examiner's Remarks (see paragraph 7.3.7.3).

7.4. Commander-Directed Downgrade (see also paragraph 5.9). Except as described below, the AF Form 8/8a for a Commander-directed Downgrade will be IAW paragraph 7.3.

7.4.1. **Date Completed.** The effective date of the downgrade. This is the date the commander initiated the downgrade action. If this is a result of a downgrade for non-flying related issues, the date the commander mandated the downgrade action will be used.

7.4.2. **Section I - Examinee Identification.**

7.4.2.1. **Aircraft/Crew Position.** In addition to the aircrew member's MDS, if the downgrade includes a loss of a qualification (i.e. instructor) enter the downgraded crew position. If the individual is downgraded to a completely unqualified status (i.e. IP to UP), enter the crew position to which he/she will be re-qualified upon successful completion of either an RQ evaluation or ground recheck.

7.4.2.2. **Eligibility Period.** Enter "N/A".

7.4.3. Section II - Qualification.

7.4.3.1. **Flight Phase.** In the Mission/Check block enter the type evaluation commensurate with the downgrade being given (e.g. if the commander is downgrading an area/subarea related to the tactical mission of the weapon system, then enter MSN) with the date of the situation that caused the downgrade.

7.4.3.2. **Qualification Level.**

7.4.3.2.1. If the commander does not intend to reduce the qualification(s) of the individual and is issuing a downgrade in a non-critical area/subarea (i.e. a Q- in one or more non-critical areas/subareas), then enter "2".

7.4.3.2.2. If the commander intends either to remove a qualification (e.g. instructor), or reduce the individual to a completely unqualified status, then enter "3".

7.4.3.2.2.1. Normally, requalification evaluations following a commander directed downgrade are documented on a separate AF Form 8/8a IAW paragraph **7.3.9.1**.

7.4.3.2.2.2. If the commander intends for the individual to regain their qualification through a ground recheck, enter "3/1" (see paragraph **7.3.9.2**).

7.4.3.3. **Expiration Date of Qualification.** Enter "N/A".

7.4.3.4. **Restriction(s) and Additional Training Due Date.**

7.4.3.4.1. If a "2" is entered in the Qualification Level IAW guidance above, restrictions and additional training are not required.

7.4.3.4.1.1. Leave the box for Restriction(s) unmarked and enter "N/A" for Due Dates and "N/A" for Date Additional Training Completed.

7.4.3.4.1.2. If desired, the commander may still recommend restrictions and/or additional training. If used, document IAW the next paragraph.

7.4.3.4.2. If a "3" is entered in the Qualification Level, restrictions and additional training are required.

7.4.3.4.2.1. Place an "X" in the box for Restriction(s) and enter the Due Date as the last day of the third month from the effective date (i.e. the date entered into "Date Completed" at the top of the AF Form 8/8a.

7.4.3.4.2.2. Enter a date into the Date Additional Training Completed block when required training is complete.

7.4.3.4.2.3. The Instructor completing the additional training (or last training event if more than one) will sign and date the Certifying Official block.

7.4.3.5. **Commander-Directed Downgrade Block.** Place an “X”.

7.4.4. **Section III – Certification Signatures.**

7.4.4.1. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8/8a. Additional reviews (annotated under Section IV) are at the MAJCOM discretion.

7.4.4.2. **Final Approving Officer.** The commander directing the downgrade will sign and place an “X” in the remarks block.

7.4.4.3. **Examinee.** The crewmember will sign acknowledging the action being taken by the commander.

7.4.5. **Section IV – Comments.**

7.4.5.1. At the top of the page enter, “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.”

7.4.5.2. Paragraph A, Narrative: describe the reason for the commander directed downgrade. Include “for cause” in the reasoning statement for all flying-related cases, but for non-flying cases enter only if due to disciplinary/adverse administrative action (e.g. Article 15).

7.4.5.3. Paragraph B, Discrepancies.

7.4.5.3.1. Non-flying cases: “None”.

7.4.5.3.2. Flying-related cases: IAW paragraph 7.3.7.3.3.

7.4.5.4. Paragraph C, Recommended Additional Training.

7.4.5.4.1. Non-flying cases (not required): As desired or “None”.

7.4.5.4.2. Flying-related cases IAW paragraph 7.4.3.2.1 (not required): As desired or “None”

7.4.5.4.3. Flying-related cases IAW paragraph 7.4.3.2.2 (required): Enter corrective action or training required prior to requalification.

7.4.5.5. Paragraph D, Additional Comments: As desired or “None”

7.4.5.6. Additional Reviews: As directed by MAJCOM and/or unit supplement or “None”

7.5. Initial Cadre (see also paragraph 5.12). Except as described below, the AF Form 8/8a for an Initial Cadre will be completed IAW paragraph 7.3.

7.5.1. **Date Completed.** The effective date as annotated on the MAJCOM/A3 memo described in paragraph 5.12.2.

7.5.2. **Section I - Examinee Identification.**

7.5.2.1. **Aircraft /Crew Position.** Enter the aircrew member’s new MDS and crew position.

7.5.2.2. **Eligibility Period.** Enter “N/A”.

7.5.3. **Section II – Qualification.**

7.5.3.1. **Flight Phase.** In the Mission/Check block enter “INIT CADRE QUAL” with the same date as noted in paragraph 7.5.1.

7.5.3.2. **Qualification Level.** Enter a “1” in the qualified block.

7.5.3.3. **Expiration Date of Qualification.** Enter “N/A”.

7.5.3.4. **Additional Training Due Date.** Leave blank

7.5.4. Section III – Certification Signatures.

7.5.4.1. **Flight Examiner.** Leave blank.

7.5.4.2. **Reviewing Officer.** The SQ/CC (or equivalent) will sign and place an “X” in the remarks block. If the SQ/CC is being upgraded then leave blank.

7.5.4.3. **Final Approving Officer.** The OG/CC (or equivalent) will sign and place an “X” in the remarks block.

7.5.4.4. **Examinee.** The crewmember will sign.

7.5.5. Section IV – Comments.

7.5.5.1. Paragraph A, Narrative. Include a brief description of the new qualification as well as any training received before awarding qualification. Reference the MAJCOM/A3 memo described in paragraph 5.12.2.

7.6. AF Form 4348, USAF Aircrew Certifications (Optional). See Attachment 7 for sample AF Forms 4348.

7.6.1. **Purpose.** The AF Form 4348 provides a record of aircrew certification that may be kept in the FEF.

7.6.1.1. Maintain a separate AF Form 4348 in the FEF, Section I, under tab 1 documenting certifications by assigned flying unit and primary MDS. For aircrew members with aircraft certifications in multiple MDS aircraft which do not require qualification in each aircraft (e.g. F-16C and F-16CM), only one AF Form 4348 is required; specify the primary mission MDS designation.

7.6.1.2. Unit Stan/Eval will document all initial, downgrade and re-certifications for aircrew assigned/attached to their flying unit to indicate a chronological history of certifications of aircrew while assigned/attached to their flying unit.

7.6.1.3. During the initial review of individual FEF, also review previous AF Form 4348 entries to determine all applicable certifications of new assigned/attached aircrew member. Then, document applicable aircrew certifications accepted by the gaining flying unit commander on a new AF Form 4348.

7.6.1.4. The OGV/squadron Stan/Eval Chief or other individual designated by the SQ/CC will sign a one line entry below all other entries verifying that above certification transcriptions are accurate.

7.6.1.5. Do not use AF Form 4348 to document one-time training/new equipment unless directed by MAJCOM.

7.6.1.6. Appropriate guidance that may require aircrew certification using AF Form 4348 entry include MAJCOM and/or supplement; AFI11-2MDS Vol 1; AFI11-2MDS Vol 3.

7.6.1.6.1. **(Added-PACAF)** Units may use a unit certification document (such as a Letter of X's) signed by an authorized official in lieu of an AF Form 4348. An authorized official for a unit certification document will be the SQ/DO or higher.

7.6.2. General Data Entry.

7.6.2.1. Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II), last four of SSN, unit MDS and unit (assigned/attached for flying) organization/location.

7.6.2.2. Use one line for each certification.

7.6.2.3. Enter each certification in chronological order based on the date the action is completed.

7.6.2.4. For date fields in the AF Form 4348, use a two-digit day, three-letter month and two-digit year format, or as required for electronic forms.

7.6.3. Certification.

7.6.3.1. Certified Event Title. Enter each certification title on the top block on the AF Form 4348.

7.6.3.2. Enter the instructor's rank, name and organization who completed applicable training for the certified event below the event title of the Certified Event block for the MDS under which the certification is given.

7.6.3.3. Date Certified. Enter the effective date of certification.

7.6.3.4. For certifications attained as part of a FTU, the date will match the date of the applicable AF Form 8/8a, or enter the date of completion or graduation from FTU if no AF Form 8/8a is issued.

7.6.3.5. Certification Official/Organization. MAJCOM Supplement will specify AF Form 4348 certifying officials. The Certifying Official will sign above their typed name, rank, organization and office symbol.

7.6.3.6. The Certifying Official is the person authorized by governing directives to approve or certify an aircrew member for a specific position or event.

7.6.3.7. If a certification is given with restrictions, state the restrictions on the AF Form 4348 in the Remarks block.

7.6.4. **Decertification.** Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).

7.6.4.1. **Decertification for Cause.** Used for observed substandard performance.

7.6.4.1.1. This action is normally associated with Commander-Directed Downgrade, but also applies to commander-directed decertification of evaluators (resulting from substandard performance).

7.6.4.1.2. To document Decertification for Cause, place an "X" in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block; see [Attachment 7](#) for example.

7.6.4.2. Discretionary Decertification. An administrative action not based on performance.

7.6.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI11-2 Vol 1, when instructor certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of flight examiners as a result of reasons other than substandard performance.

7.6.4.2.2. To document Discretionary Decertification, place an “X” in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block; see [Attachment 7](#). **Note:** For decertification due to loss of currency with no requirement for re-certification, the effective date of decertification will be the date of certification loss.

7.6.4.2.3. For events that have changed in name only (e.g., In-Flight Refueling to Air Refueling) no action is necessary. If desired for clarity: annotate “Renamed (new title)” under Remarks.

7.6.4.2.4. For members who change MDS while assigned/attached to the same Stan/Eval organization, prepare a new AF Form 4348 indicating the new MDS and transcribe all events which apply to the new MDS IAW paragraph [7.6.1.3](#).

7.6.5. Unusual Circumstances. When unusual circumstances require additional information for an AF Form 4348 entry, use additional lines as necessary or reaccomplish the AF Form 4348.

7.6.6. Computer Generated AF Forms 4348. Units may use a computer-generated AF Form 4348 to make new entries or corrections as long as cumulative hard copy entries are maintained. Computer-generated AF forms must mirror AF forms published on the Air Force e-Publishing web site.

7.6.6.1. A computer-generated AF Form 4348 must be signed IAW guidance in this section. The signature on a computer-generated AF Form 4348 certifies:

7.6.6.1.1. New or rescinded certification attained while assigned/attached to unit of certifying official.

7.6.6.1.2. All cumulative entries were maintained; that they were signed or had proper documentation; or were carried forward from a previously signed computer-generated AF Form 4348.

7.6.7. Unit Supplement. Describe unit AF Form 4348 procedures/program. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying officials. Document procedures to ensure certifications reflected on AF Form 4348 are also included in ARMS. Annotate if someone other than the Chief of OGV/squadron Stan/Eval has been authorized by the SQ/CC to sign the last line of an AF Form 4348 to signify transcription accuracy.

7.7. AF Form 942, *Record of Evaluation*. The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8/8a accomplished by the aircrew member. See example at [Attachment 5](#).

7.7.1. Data Entry.

7.7.1.1. Except where specifically noted otherwise (i.e. annotating the type evaluation, “INSTR”), use upper and lower case letters.

7.7.1.2. Requirements for font, indentation, and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards as desired.

7.7.1.3. A one-line entry is used for all evaluations with the exception of those in which the qualification levels awarded on portions of a combined evaluation are not all the same.

7.7.1.4. For combined evaluations in which different qualification levels are awarded for any of the portions, a single line entry will be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

7.7.1.5. Use each AF Form 942 until it is completely filled. If additional blocks not needed, “Z” out any unused blocks.

7.7.2. Type Aircraft/Crew Position. Enter MDS used and crew position flown during the evaluation as it appears in the Aircraft/Crew Position area under Examinee Identification of the subject AF Form 8/8a. For AF Form 8a, enter first aircraft.

7.7.3. Type of Evaluation. Enter type of evaluation (or applicable portions of a combined evaluation in which different qualification levels were awarded to different portions - see paragraph [7.3.5.3.2.1](#)) as it appears in the Mission/Check area under Flight Phase of the subject AF Form 8/8a. If the evaluation did not include a flight phase, enter type of evaluation as it appears in the Examination/Check area under Ground Phase of the subject AF Form 8/8a.

7.7.4. Date Completed. Enter date from the Date Completed block of the subject AF Form 8/8a.

7.7.5. Qualification Level. Enter the appropriate qualification level as it appears on the subject AF Form 8/8a.

7.7.6. MAJCOM Change. A one-line, undated entry containing MAJCOM title will be made for each change in the individual’s MAJCOM based on a Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA). Do not annotate a change of MAJCOM if the individual is receiving an evaluation from an evaluator in a different MAJCOM unless the individual is enrolled in a formal training program.

7.7.7. Computer Generated AF Form 942. A computer generated AF Form 942 may be used as long as cumulative entries are retained. Electronic copies of the AF Form 942 should be forwarded with the FEF when the individual moves to a new squadron.

7.8. Flight Evaluation Folders (FEF). The FEF contains the source documents that constitute the history of flying qualifications for each aircrew member.

7.8.1. Maintenance.

7.8.1.1. Each aircrew member who is on flying status must have a FEF that includes all AF Forms 8/8a, AF Forms 942, AF Forms 4348 (if used), and any additional MAJCOM and/or unit specified items. **EXCEPTION:** for flight surgeons, combat camera, and non-rated aircrew that only require an examination to establish qualification do not require an FEF, documentation will be IAW paragraph 8.1.

7.8.1.2. The FEF must be maintained by a Stan/Eval functional office - normally in the organization to which the individual is assigned or attached for flying.

7.8.1.3. HHQ personnel on active flying status may have their FEFs maintained by the Stan/Eval function of the unit to which they are attached for flying.

7.8.1.4. For personnel on inactive flying status, the FEF will be maintained with their Flight Records Folder (FRF).

7.8.1.5. Individuals assigned or attached to other than USAF units may use the format of the service to which they are attached to document their history of qualifications.

7.8.2. Electronic FEFs.

7.8.2.1. For electronic FEFs, any hard copy historical information (once incorporated into the electronic FEF system) will be archived with the Stan/Eval function that maintains the FEFs. Archive method will be at unit discretion.

7.8.2.2. Scanned versions of historical documents will be saved IAW AFI 33-364, *Records Disposition—Procedures and Responsibilities*.

7.8.2.3. Electronic FEF systems must be able to produce hard copies of FEF products, when needed, consistent with the guidance in this AFI. Additionally, the electronic FEF must be transportable.

7.8.3. Contents. Divide the FEF into two sections:

7.8.3.1. **Section I (left side).** This Section contains AF Forms 942, AF Forms 4348 (if used), and any items authorized by the MAJCOM and/or unit supplement. Section I may contain two sub-sections.

7.8.3.1.1. AF Forms 942 will be placed on top in chronological order with the most recent on top, followed by the AF Form 4348 (if used).

7.8.3.1.2. Any additional information as directed by MAJCOM and/or unit supplement will be placed under the AF Form 942 and 4348 (if used).

7.8.3.1.3. If the FEF is not maintained at the same base with the individual's FRF, a copy of the most recent AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*, and AF Form 702, *Individual Physiological Training Record*, may be filed in this section behind and MAJCOM and/or unit directed items.

7.8.3.2. **Section II (right side).** This Section contains AF Forms 8/8a and any related MFRs for all evaluations listed on the AF Form 942.

7.8.3.2.1. **AF Forms 8/8a.** File AF Forms 8/8a in chronological order with the most recent on top. Individuals who maintain qualification in two or more MDSs or two or

more crew positions in the same MDS will file AF Forms 8/8a in chronological order – without consideration of MDS or crew position.

7.8.3.2.2. MFRs.

7.8.3.2.2.1. MFRs documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8/8a are filed on top of the affected AF Form 8/8a.

7.8.3.2.2.1.1. Incorporate the information contained in the MFR onto the applicable AF Form 8/8a under Examiner Remarks paragraph D, Additional Comments, when action is complete.

7.8.3.2.2.1.2. Once MFR information is incorporated onto the AF Form 8/8a, remove the MFR from the FEF.

7.8.3.2.2.2. Expiration Date Extensions (see also paragraph [5.8.3.2](#)).

7.8.3.2.2.2.1. On the expiration date extension MFR specify extension authority, the new expiration date, and a brief description of the extension.

7.8.3.2.2.2.2. MFRs will be dated prior to the expiration date of any affected periodic evaluation.

7.8.3.2.2.3. **Permanent MFRs.** MFRs become a permanent part of the FEF only when a Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8 (see paragraph [7.8.6.1](#)) or an unusual circumstance cannot be documented any other way.

7.8.3.3. (Added-PACAF) Do not maintain extraneous documents, such as training documentation or historical ASEV information, in the FEF.

7.8.4. Hard-Copy Folders.

7.8.4.1. Folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend press board folder or equivalent).

7.8.4.2. Standard 2 ¾-inch metal fasteners may be used.

7.8.4.3. Affix a label bearing the individual's name and last four of SSN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required by MAJCOM and/or unit supplement.

7.8.4.4. Folders must bear the "For Official Use Only" label/stamp on both sides of the FEF.

7.8.5. Review of FEF. Document the procedures on how to accomplish an initial review and how to implement the periodic review of FEFs.

7.8.5.1. **Initial Review.** The flying unit will review the FEF for all newly assigned aircrew members to verify their qualification(s) (and certifications on AF Form 4348 if used) prior to their first flight.

7.8.5.1.1. The reviewing organization is responsible for establishing the qualification of the aircrew member as determined from the latest applicable documentation in Sections I and II of the FEF.

7.8.5.1.2. Following the initial review, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.

7.8.5.1.3. If the FEF of HHQ personnel on active flying status is maintained by the Stan/Eval function at the unit/squadron to which they are attached to fly, the Stan/Eval function of that unit/squadron will also review the FEF prior to their first flight.

7.8.5.1.4. **(Added-PACAF)** Document initial reviews with a one-line entry on the AF Form 942. Annotate “Initial Review” in the Type of Evaluation block and the date conducted in the Date Completed block.

7.8.5.1.5. **(Added-8FW) Initial/Periodic Reviews.** Following the initial review, send FEFs to the respective Flight Commander, DO and Squadron CC for review with an initial FEF review letter (See [Attachment 6](#)) showing evaluation expiration dates and any required requisites or training. Each initial review will satisfy the requirements of a periodic review, updating the AF Form 942 appropriately.

7.8.5.2. Posting Review.

7.8.5.2.1. The Stan/Eval function will review each AF Form 8/8a and AF Forms 4348 (if used) when they are placed in the FEF to ensure accuracy and completeness.

7.8.5.2.2. The Form 8/8a review will confirm that the eligibility period and qualification as documented are correct, all required flight evaluation events and requisites were accomplished within the eligibility period and that all signatures and initials are obtained within the allotted time (see paragraph [7.3.8.5](#)).

7.8.5.2.3. The AF Form 4348 (if used) will be reviewed for correct certification signature and to ensure all previous entries are accurate and accounted for.

7.8.5.2.4. Document the posting review IAW unit or MAJCOM supplement.

7.8.5.2.4.1. **(Added-PACAF)** For aircrew evaluations performed as a part of any HHQ ASEV, the Form 8/8a will indicate review and initials by the PACAF/A3TV or guest ASEV evaluator in the Mission Description. This includes any evaluation where the local administering evaluator was receiving a SEFE Objectivity evaluation.

7.8.5.3. Periodic Review.

7.8.5.3.1. The Stan/Eval function will review all applicable FEFs to confirm expiration dates used to track required aircrew qualification evaluations are the same as those listed in the FEFs. Periodic review of FEFs for personnel in inactive status is not required.

7.8.5.3.2. The interval between reviews will not exceed the standard qualification period window unless a more restrictive review period is established by the MAJCOM and/or unit supplement.

7.8.5.3.3. Document the periodic review IAW MAJCOM and/or unit supplement.

7.8.5.3.3.1. **(Added-PACAF)** Document periodic reviews with a one-line entry on the AF Form 942. Annotate “Periodic Review” in the Type of Evaluation

block and the date conducted in the Date Completed block.

7.8.5.3.3.2. **(Added-8FW)** In order to ensure periodic reviews are accomplished on time, squadron CCV will maintain a log of all the FEFs they maintain and the date they were last reviewed. CCV should recheck this log monthly to determine which FEFs require review and to ensure the lists accuracy and completeness.

7.8.6. **FEF Discrepancies.** FEF Discrepancies include those of the AF Forms 8/8a, AF Forms 4348 (if used), AF Form 942, and any MAJCOM-directed documentation.

7.8.6.1. **Major Discrepancies.** Discrepancies that affect the qualification of the affected aircrew member.

7.8.6.1.1. Major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Forms 8/8a and/or 4348 (if used), or in chronological order for items other than those found on AF Forms 8/8a and/or 4348 (if used).

7.8.6.1.2. MFRs documenting similar major discrepancies found on multiple AF Forms 8/8a will be filed on top of the latest affected AF Form 8/8a.

7.8.6.1.3. **(Added-PACAF)** MFRs documenting major discrepancies will be signed by the OGV Chief (or acting OGV Chief). If the major discrepancy in question exists in the OGV Chief's FEF, the major discrepancy MFR will be signed by the OG/CC.

7.8.6.2. **Minor Discrepancies.** Discrepancies that do not affect the qualification (and/or certifications if using the AF Form 4348) of the affected aircrew member (e.g. typos, formatting and misspellings).

7.8.6.2.1. Minor discrepancies are documented on a non-permanent record as defined by the MAJCOM or unit supplement to this instruction and need not reside in the FEF.

7.8.6.2.1.1. **(Added-PACAF)** Minor discrepancy documentation will be maintained in the left side of the FEF. Minor discrepancy logs will cover all Forms 8/8a for the period since the member arrived at the current unit, to include the Form(s) 8/8a that documented their qualifications (INSTM/QUAL/MSN) upon their arrival. Units will not maintain discrepancy logs from previous units – these are considered extraneous documents.

7.8.6.2.1.2. **(Added-PACAF)** Minor discrepancies resulting solely from software limitations (such as office symbols or improperly checked boxes on the front of Forms 8) are not required to be documented on the minor discrepancy log. This exception does not apply to simple inaccurate data entries by the evaluator.

7.8.6.2.1.3. **(Added-8FW) Documentation of Reviews, Discrepancies, and Extenuating Circumstances.** Minor discrepancies will be recorded in the Record of Minor FEF Discrepancies Log (See [Attachment 13](#)). The Minor Discrepancies log will be placed on the bottom left side of the FEF folder. Additionally, include an MFR when a situation requires clarification (checkride zone extension, lost AF Form 8, late checkrides, checkride waivers, etc.).

7.8.6.3. Corrections.

7.8.6.3.1. **AF Form 8/8a.** As a source document, the AF Form 8/8a may be corrected by use of white-out or pen and ink alteration of the original document provided the flight examiner signing Section III of the form initials the correction. If the original FE is not available then document the discrepancy IAW paragraphs [7.8.6.1](#) or [7.8.6.2](#). When the original FE is not available, OGV Chiefs may also correct minor discrepancies as prescribed in MAJCOM supplements.

7.8.6.3.1.1. **(Added-PACAF)** When the original FE is not available, OGV Chiefs may correct administrative Form 8 discrepancies provided the discrepancy does not fundamentally alter the evaluation grade.

7.8.6.3.2. **AF Form 942.** AF Forms 942, not being source documents, may be altered without restriction to reflect the assignment of the affected aircrew member and the contents of the FEF.

7.8.6.3.3. **AF Form 4348** (if used). AF Forms 4348 may be corrected by use of white-out or pen and ink alteration of the original document provided the certifying official signing that line of the AF Form 4348 initials the correction. For significant corrections that alter the certification's intent, make a new AF Form 4348 entry.

7.8.6.3.4. **Electronic Corrections.** If the system used to store the record does not allow corrections to be made, then document the discrepancy IAW paragraph [7.8.6.1](#) and/or paragraph [7.8.6.2](#).

7.8.7. Transfer of FEF.

7.8.7.1. **Retention of Records.** Retain all records in the FEF until reviewed by the gaining unit. After review, return to the individual those forms not retained in the FEF.

7.8.7.2. **Formal Training Graduates.** For Formal Training School graduates reporting directly to an overseas command for a short tour, retain formal training school records for transfer to the subsequent gaining unit.

7.8.7.3. **PCS of Individual.** Aircrew members will normally hand-carry their FEF along with their FRF to the gaining organization.

7.8.7.3.1. When circumstances prevent this, the losing organization will mail the folder to the gaining unit via registered mail.

7.8.7.3.2. Mail any records not included in the FEF to the gaining organization with clear identification of the individual concerned.

7.8.7.3.3. When mailing an FEF or any of its contents, retain a copy (hard or soft copy is acceptable) until the gaining organization has received the original FEF.

7.8.8. Disposition of FEF.

7.8.8.1. Dispose of the aircrew FEF according to the Air Force Records Disposition Schedule (RDS) and Air Force guidance concerning the protection of Personally Identifiable Information.

7.8.8.2. Outdated certification documents, ARMS products, medical recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

Chapter 8

SPECIALIZED AIRCREW

8.1. Purpose. This chapter provides additional guidance pertaining to flight surgeons, Combat Camera, and non-rated aircrew that only require an examination to establish qualification.

8.1.1. Initial and periodic qualification consists of a written (open or closed book) examination; a flight evaluation is not required. Upon completion of the examination, members will be qualified in all USAF aircraft (universal qualification).

8.1.2. MAJCOMs and subordinate units may direct additional general and/or MDS-Specific qualification requirements.

8.1.3. Qualification requirements will be documented on an AF Form 1522, *ARMS Additional Training Accomplishment Report*, and stored in ARMS in the Formal Training module with currency tracked in the Training module. No AF Form 8/8a or FEF is required; however, the Stan/Eval function of the unit to which specialized aircrew are assigned/attached for flying will verify that ARMS information is logged appropriately. When MAJCOMs or subordinate units require a flight phase, or if directed by the applicable MDS-Specific Volume 2, document IAW [Chapter 7](#) (to include creating an FEF).

8.2. Evaluations. Initial, periodic, and MDS-Specific (if required) examinations are considered QUAL evaluations. Other examinations are not required by this AFI, but may be prescribed in MAJCOM and subordinate unit supplements.

8.2.1. **Flight Surgeons.** Test questions will be randomly generated from a test bank maintained by AFMOA/SG3P.

8.2.1.1. **(Added-8FW) Flight Surgeon Exams.** Flight surgeons will take a PEX administered closed book exam prior to flying and annually thereafter.

8.2.2. **Combat Camera.** Test questions will be randomly generated from a test bank maintained by the Combat Camera career field manager (CFM), in coordination with HQ USAF/A3O-AT and using commands.

8.2.3. **Non-Rated Aircrew Members.** Test questions will come from the lead MAJCOM Master Question Files (MQFs).

Chapter 9

ADDITIONAL PROGRAMS (FCIF, SII, GO/NO-GO, SUPPLEMENTARY EVALUATIONS)

9.1. FCIF.

9.1.1. Units will establish and maintain a library consisting of a current read file and publications. This library will consist of a minimum of four volumes as listed in **Table 9.1** in either hardcopy or electronic format.

9.1.2. FCIFs may be issued to alert crewmembers to publications changes for TOs or AFIs that affect aircraft operations, but actual publication changes must be accomplished IAW established procedural guidance, to include AFI 33-360 (as applicable) and TO 00-5-1.

9.1.3. **Required Volumes.** Volume I is a table of contents for all volumes and current read file items, Volumes II through IV are made up of publications and flight manuals, and Volume V (optional) is reserved for flight safety information. If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as follows:

9.1.3.1. **(Added-PACAF)** The unit Stan/Eval organization is the OPR for any information to be entered into FCIF Volumes I - IV. Limit entries to those items with a direct bearing on immediate flight requirements.

Table 9.1. Required Volumes.

VOLUME	TITLE
VOLUME I	Table of Contents/Current Read File
VOLUME II	Publications—Air Force Directives MAJCOM Supplements
VOLUME III	Publications—MAJCOM/NAF/Local Directives
VOLUME IV	Flight Manuals/Checklists/Aircrew Aids/Technical Orders
VOLUME V (Optional)	Flight Safety Information

Table 9.1. (8FW) Annual Supp Evals.

ANNUAL SUPP EVALS	QUARTER
Special Reconnaissance Operations (SRO)	1st
Go/No-Go program	2nd
Squadron Stan/Eval Programs	3rd
8 OG/OGV discretion: SOF/FCF/UTDs/IRC/Base Ops/etc.	4th

9.1.3.2. **(Added-PACAF)** NAFs generating Volume I FCIF items and/or SIIs should coordinate with their units' OGVs prior to publication for the purpose of the units' OGV

providing Stan/Eval expertise. NAFs will forward a copy of all NAF Volume I FCIF items and SIIs to HQ PACAF/A3TV.

9.1.3.3. **(Added-8FW) General.** 8 OG/OGV will establish and maintain the Master FCIF Library. 8 OG/OGV will appoint an 8 FW FCIF monitor who will oversee the squadron FCIF monitors. 35 FS and 80 FS/CCVs will be the squadron FCIF monitors. FCIF monitors will perform a quarterly review of the entire FCIF library to ensure all publications are current and complete. Discrepancies noted will be brought to the attention of 8 OG/OGV immediately for correction and/or clarification.

9.1.4. **Current Read File.** Volume I consists of a minimum of two parts to include an Index (Part A) and Current Read Files (Parts B and C (*Note:* Part C is optional)). MAJCOMs may add additional components to Volume I as appropriate.

9.1.4.1. Part A is a table of contents listing all material contained in FCIF Volumes I through V.

9.1.4.1.1. **(Added-8FW) FCIF Volume I, Part A.** The OGV FCIF Monitor will update and distribute an index for FCIF Volume I, Part A, listing all current publication numbers, titles, dates, changes and supplements required in Volumes I through IV. Volume V is reserved for the unit safety officer's use.

9.1.4.2. Part B is the Current Read File of FCIF messages. Messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight. FCIFs that contain aircraft-related information will be forwarded to all using MAJCOMs.

9.1.4.2.1. **(Added-PACAF)** Lengthy documents should be summarized or salient points highlighted to avoid overwhelming aircrews.

9.1.4.2.2. **(Added-8FW) FCIF Volume I, Part B.** The OGV FCIF Monitor will update and distribute an FCIF index for FCIF Volume I, Part B with each issue of a new FCIF item. FCIF items are prepared by 8 OG/OGV, approved by 8 OG/CC, and distributed via PEX. 8 OG/OGV will notify squadrons via email when a new FCIF is posted. The FCIF Monitor will also ensure deployed units receive applicable FCIF items. 8 OG/OGV will maintain rescinded FCIF items in a separate file IAW 11-202V2 and PACAF Supplement 1.

9.1.4.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight and not required to be read before flight.

9.1.4.3.1. **(Added-8FW) FCIF Volume I, Part C.** Part C will consist of FCIF items containing current operations guidance not critical to safety of flight. The OGV FCIF monitor will update and distribute an FCIF index for FCIF Volume I, Part C with each issue of a new FCIF item. While not a no-go item, pilots will document appropriately on the PEX Go/No-Go Tracking Database.

9.1.4.4. Squadrons with both primary crewmembers and mission crewmembers may use separate sections in Volume I for mission crewmembers. In addition, these squadrons are exempt from the requirement to maintain mission crewmember checklist and aircrew aids in the FCIF volumes.

9.1.4.5. Refer to [Attachment 7](#) for a sample FCIF format.

9.1.4.6. **(Added-PACAF)** Part D (optional) is reserved for the Flight Crew Bulletin (FCB). At the OG/CC's discretion, a FCB may be used to ensure vital aircrew information, not otherwise immediately accessible by aircrews, is published and updated.

9.1.4.6.1. **(Added-PACAF)** OGV manages the FCB process, if utilized. Review, publish, and consolidate FCBs quarterly. Active duty host units will coordinate FCBs with their Guard/Reserve associate units as applicable. The FCB will include an official memorandum indicating crewmember applicability. The memorandum will be signed by the OGV Chief and approved by the OG/CC (or equivalent) and (if applicable) guard/reserve associate OG/CC (or equivalent).

9.1.4.7. **(Added-PACAF)** Part B and C Admin.

9.1.4.7.1. **(Added-PACAF)** Annotate Part B and Part C FCIF items with, as a minimum, an approved date, a control number, subject, originator and originator title, expiration date, and suspense date (review date) and a cross-reference of classified items (if used). Note: the subject should match the MAJCOM FCIF subject, when applicable. The Go/No-Go box will be checked for all Part B items. Units will review items for applicability in conjunction with the PACAF quarterly message.

9.1.4.7.2. **(Added-PACAF)** Part B and Part C will each consist of a numerical index of current FCIF items, a numerical index of rescinded FCIF items, and FCIF items filed in reverse numerical sequence with the last item on top.

9.1.4.7.3. **(Added-PACAF)** Part B and C indexes may be combined.

9.1.4.7.4. **(Added-PACAF)** Part B and C indexes will contain at a minimum the following information: subject, control number, and suspense date (review date).

9.1.4.7.5. **(Added-PACAF)** List the subject, control number, expiration date, and disposition in the rescinded FCIF index. Remove from index at the end of the quarter following the quarter of rescission. OGV will maintain rescinded items in a separate file for at least six months. Electronic copies are adequate.

9.1.4.7.6. **(Added-8FW) Quarterly FCIF Review.** The OGV FCIF monitor will review all current FCIFs in both Part B and Part C quarterly

9.1.5. **Publications Library.** Volumes II through IV will consist of an FCIF Functional Publications Library according to MAJCOM directives. See AFI 33-360 for basic library requirements.

9.1.5.1. All publications in the library will be current and complete. MAJCOMs may authorize units to withhold posting of information that does not apply based on aircraft configuration.

9.1.5.1.1. **(Added-PACAF)** Volume II will contain Air Force publications with corresponding HHQ and unit supplements applicable to the unit's operation. Publications will be included in Volume II as denoted in **Table 9.2** R denotes required publication. M denotes required publication based on unit's mission. O denotes optional publication. (Note: Some AFI 11-2MDS series required publications may not apply to every MDS. Publications not listed but pertinent to the unit's mission may be included in the appropriate volume.)

9.1.5.1.2. **(Added-PACAF)** Volume III will contain publications with corresponding supplements, applicable to the unit's operation, originating from an outside agency, MAJCOM, NAF, or the unit (see **Table 9.3 (Added)**). Publications may include unit standards, unit syllabi, phase manuals, copies of Letters of Agreement, etc. (Note: Publications not listed but pertinent to the unit may be included).

9.1.5.1.3. **(Added-PACAF)** Volume IV (see **Table 9.4 (Added)**) of the FCIF library will contain (as applicable) flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists, air refueling aids, and locally prepared aircrew aids. Include all tech orders normally used by aircrew. This volume contains aircraft weight and balance information for all applicable aircraft IAW T.O. 1-1B-50 if it is not available elsewhere. A copy of each canned DD Form 365-4 for standardized loads may be maintained in this volume. Units using pre-computed weight and balance forms may file them in this volume.

9.1.5.1.4. **(Added-PACAF)** Volume V is an optional volume, reserved for the unit safety officer. This volume is exempt from the controls applicable to Volumes I through IV. Items for this volume will be submitted to and maintained current by the unit safety officer in accordance with AFI 91-202.

9.1.5.1.5. **(Added-8FW) Aircrew Flight Publications.** 8 OG/OGV is the OPR for the 8 FW Inflight Guide, AFI 11-202V2 8 FW Supplement 1, AFI 11-418 8 FW Supplement 1, SOF Quick Reaction Checklist, 8 FW FE Guide, and AFI 11-2F-16V3 8 FW Supplement 1. 35 FS and 80 FS CCVs are responsible for ordering necessary technical orders and flight publications for squadron requirements, including all assigned, attached, and visiting pilots. Squadron CCVs will implement a program to monitor and track the distribution of these publications. 8 OG/OGV is responsible for updating publications in the following areas: 8 FW/CC, 8 OG/CC, SRO suitcase, Command Post Battle Cab, UTDs, and SOF station. UTDs will have FLIP, 8 FW IFG, 8 FW FE Guide, MDS-1, MDS-1CL-1 and MDS-34CL-1 available.

9.1.5.1.6. **(Added-8FW) Classified Publications Procedures.** A CCV representative will pick-up classified T.O.s immediately upon notification from the 8 OG Technical Order Distribution Office (TODO) and promptly hand carry them directly their respective squadron. Classified T.O. receipts should be maintained at CCV.

9.1.5.2. Units will establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles. Publication dates, supplements and changes are not required.

Table 9.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI 11-202V1	<i>Aircrew Training</i>
AFI 11-2MDSV1	<i>Aircrew Training</i>
AFI 11-202V2	<i>Aircrew Standardization Evaluation Program</i>
AFI 11-2MDSV2	<i>Aircrew Evaluation Criteria</i>
AFI 11-202V3	<i>General Flight Rules</i>
AFI 11-2MDSV3	<i>Aircrew Operational Procedures</i>
AFI 11-401	<i>Aviation Management</i>

Table 9.2. (PACAF) Volume II Publications.

PUBLICATION	TITLE	
AFI 11-2MDSV3 ADD A	<i>Operations Configuration/Mission Planning</i>	R
AFI 11-2MDSV3CL X	<i>Briefing Guide/Checklist</i>	R
AFI 11-205	<i>Aircraft Cockpit and Formation Flight Signals</i>	M
AFI 11-207	<i>Combat Aircraft Delivery</i>	M
AFI 11-209	<i>Aerial Event Policy and Procedures</i>	R
AFI 11-214	<i>Air Operations Rules and Procedures</i>	R
AFI 11-215	<i>USAF Flight Manuals Program</i>	R
AFI 33-360	<i>Publications and Forms Management</i>	R
AFPAM 11-216	<i>Air Navigation</i>	O
AFMAN 11-217V1	<i>Instrument Flight Procedures</i>	O
AFMAN 11-217V2	<i>Visual Flight Procedures</i>	O
AFMAN 11-217V3	<i>Supplemental Flight Information</i>	O
AFI 11-218	<i>Aircraft Operations and Movement on the Ground</i>	O
AFPAM 11-238	<i>Aircrew Quick Reference to the METAR and TAF Codes</i>	O
AFI 11-290	<i>Cockpit/Crew Resource Management Training Program</i>	O
AFI 11-301V1	<i>Aircrew Flight Equipment (AFE) Program</i>	O
AFI 11-301V2	<i>Maintenance and Configuration Requirements for Mobility Air Forces (MAF) Aircrew and Aircraft-Installed Aircrew Life Support Equipment</i>	O
AFI 11-301V4	<i>Aircrew Laser Eye Protection (ALEP)</i>	O
AFI 11-401	<i>Aviation Management</i>	R
AFI 11-404	<i>Centrifuge Training for High-G Aircrew</i>	O
AFI 11-418	<i>Operations Supervision</i>	R

PUBLICATION	TITLE	
AFPAM 11-419	<i>G-Awareness for Aircrew</i>	O
AFI 13-201	<i>Airspace Management</i>	O
AFI 13-212	<i>Range Planning and Operations</i>	O
AFI 13-213	<i>Airfield Management</i>	O
AFI 13-217	<i>Drop Zone and Landing Zone Operations</i>	O
AFVA 13-221	<i>Control Tower Light Signals</i>	O
AFMAN 24-204	<i>Preparing Hazardous Materials for Military Air Shipments</i>	M
AFI 90-901	<i>Operational Risk Management</i>	O
AFPAM 90-902	<i>Operation Risk Management (ORM) Guidelines and Tools</i>	O
AFI 91-202	<i>The US Air Force Mishap Prevention Program</i>	O
AFTTP 3-3.MDS	<i>Combat Aircraft Fundamentals</i>	M

Table 9.3. (Added-PACAF) Volume III Publications.

PUBLICATION	TITLE	
PACAFI 11-301	<i>Aircrew Life Support (ALS) Program</i>	O
PACAFI 13-202	<i>Altitude Reservation (ALTRV) Procedures</i>	O
PACAFI 21-202	<i>PACAF Standard Conventional Loads</i>	O
FAA Handbook 7610.4	<i>Special Military Operations</i>	O
FAR Part 1	<i>Definitions and Abbreviations</i>	O
FAR Part 91	<i>General Operating and Flight Rules</i>	O
FAR Part 93	<i>Special Air Traffic Rules and Airport Traffic Patterns</i>	O

Table 9.4. (Added-PACAF) Volume IV Publications.

PUBLICATION	TITLE	
Aircrew T.O.s	All T.O.s normally used by aircrew. Flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists, cargo loading manuals, air refueling aids, and locally prepared aircrew aids	R
T.O.1-1B-50	<i>Weight and Balance—USAF</i>	O

9.1.5.3. MAJCOMS may waive Volumes II-V requirements for special training units (i.e., Red Flag).

9.1.5.3.1. **(Added-PACAF)** 353 CTS and 497 CTS are not required to maintain Volumes

9.1.5.4. The FCIF index and library will be filed IAW AFI 33-360, regardless of hardcopy or electronic format.

9.1.5.4.1. If any part of the FCIF library is maintained electronically and not specifically addressed above (or in AFI 33-360 and/or TO 00-5-1), units will ensure that the information is current and accessible for concurrent viewing by multiple aircrew members.

9.1.5.4.2. At a minimum, units will maintain the required index and location of electronic files in a hard-copy binder in the FCIF library.

9.1.5.4.2.1. **(Added-8FW)** Squadron CCV will maintain at least one CD/DVD copy of the most current FCIF library. This copy will be updated after each change to the library or quarterly if no changes occur.

9.1.5.4.3. Documents in the FCIF library will be made available for deployments via either electronic or hardcopy means.

9.2. Flight Related SII.

9.2.1. Flight Related SIIs are items of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends.

9.2.1.1. SIIs do not add to or amend established procedures (reference guidance on issuing FCIFs in paragraph 9.1, above).

9.2.1.2. SIIs will be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board (SIB) findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

9.2.2. SII(s) will be issued through the same process used to release FCIFs with the following elements:

9.2.2.1. Specific MDS applicability

9.2.2.2. References (document, SIB, etc)

9.2.2.3. Risk factors and trend details

9.2.2.4. Specific emphasis actions to reduce/eliminate the risk or trend that generated the SII.

9.2.2.5. Effective date of rescission

9.2.2.6. SME/POC for further information

9.2.3. SII(s) will be of limited duration (generally not to exceed 90 days).

9.2.4. SII(s) may be issued/rescinded from the HAF, MAJCOM, NAF or unit level. If issued from agencies outside the MAJCOMs (e.g. HAF, HQ AFFSA, but not subordinate NAFs or units), the lead MAJCOM stan/eval function will coordinate the intent and verbiage of the SII with other MAJCOM stan/eval functions in order to determine the level of applicability within the individual MAJCOMs prior to release.

9.2.5. Units will place all applicable SIIs into the FCIF, Current Read File, Part B, for dissemination to crewmembers.

9.2.6. All current MDS-Specific and CRM/ORM related SII(s) will be briefed during flight briefings for the duration of the SII(s). Mission-specific SII(s) need only be briefed on those missions for which the SII is relevant.

9.2.7. **(Added-8FW) Management of Special Interest Items (SII).** 8 OG/OGV is assigned SII program oversight responsibility, to include HHQ directed and locally generated SIIs. Squadron Stan/Eval will monitor all pertinent SIIs impacting their flying operations and post SIIs in briefing rooms.

9.3. Go/No-Go Procedures. Units will establish a positive control system that ensures aircrew members have completed all ground training and Stan/Eval items required for flight. Units will provide guidance on this system in the unit supplement.

9.3.1. As a minimum, the Go/No Go system will monitor:

9.3.1.1. Form 8/8a qualification or appropriate ARMS products.

9.3.1.2. Ground and flight currency items required for flight IAW AFI 11-202, Vol 1, AFI 11-2MDS Vol 1, and AFI 11-421 *Aviation Resource Management*.

9.3.1.3. Examination items required for flight from this AFI and applicable supplements (see [Chapter 6](#)).

9.3.1.4. Any Duty Not Involving Flying (DNIF) status.

9.3.1.5. Currency on all FCIF (Volume 1, Part B) items.

9.3.1.5.1. **(Added-PACAF)** Unit Stan/Eval offices are responsible for oversight of the unit Go/No-Go process. Commanders may delegate the functions of the Go/No-Go process to other offices within the unit (ie. HARM/SARM), but this delegation will be documented, and the Stan/Eval office will maintain ultimate responsibility for program effectiveness. Units will utilize PEX to ensure that aircrews have acknowledged each applicable FCIF item. Backup Go/No-Go procedures will be maintained to permit Go/No-Go verification procedures when information system connectivity difficulties are experienced.

9.3.1.6. **(Added-PACAF)** Boldface/CAPs monthly examinations. All units will establish a Boldface/CAPs monthly written examination program for all applicable crew positions (unless not required by aircraft Technical Order). As a minimum, all applicable aircrew members will successfully complete a Boldface/CAPs written examination prior to the first flight of each month. The examination will be taken during the applicable month or up to seven days prior to the month.

9.3.2. **(Added-PACAF)** Units will develop procedures to notify off-station aircrews of new Go/No-Go items prior to the aircrew's next takeoff.

9.3.2.1. **(Added-8FW) Cross-country Sortie / Deployed Operations Procedures.** A squadron supervisor will be the single point of contact for the cross-country flight lead regarding Go/No-Go information. The squadron supervisor will review the cross-country itinerary and applicable flight planning information. The Flight Lead is responsible for establishing contact each day with the squadron supervisor to ensure no new Go/No-Go items impact the day's missions. In the event of an update, the squadron supervisor will be responsible for providing the necessary information to the pilots. During deployed operations, Squadron CCV is responsible for updating the Senior Ranking Officer, or appropriate Operations Supervisor of deployed operations, of all Go/No-Go changes for newly published FCIFs, publications, and SIIs.

9.3.3. **(Added-PACAF)** Accomplish and annotate an annual review of FCIF Volume 1, Part B/C items. Flyers who are inactive for more than 90 days will accomplish and annotate a review of FCIF Volume 1, Part B/C items.

9.3.3.1. **(Added-8FW)** FCIF Review. Pilots will review all FCIF Part B and Part C items prior to their first flight in the 8 FW or after 90 days of inactive flying. Additionally, SARMS personnel will ensure all assigned, attached and HHQ visiting pilots accomplish an annual FCIF Part B and Part C item review. Each pilot will be current in PEX through the latest read file within Part B, Part C, Pilot Read File (PRF), and the Safety Read File (SRF). PRFs will be maintained in PEX by squadron CCV. SRFs will be maintained in PEX by 8 FW Safety.

9.3.4. **(Added-8FW)** Go/No-Go Procedures. Squadron CCV maintains oversight of the Go/No-Go programs and should periodically review SARMS/Top 3 execution in order to ensure compliance with this instruction. The following procedures apply to pilots stepping with the intent to taxi, generate, or fly an aircraft.

9.3.5. **(Added-8FW)** Positive Release System. Squadrons will utilize PEX for positive control of required items prior to flight. Individuals will sign off, in PEX, all Go/No-Go items they are required to complete or review prior to flight. SARMS will verify that each pilot is current in all categories of the Go/No-Go program prior to releasing a tail number to that pilot. The Squadron Operations Supervisor is ultimately responsible and required to verify each pilot's Go/No-Go before releasing a pilot to step. SARMS will use the 8 OG Form 11 ([Attachment 23](#)) as a backup to PEX.

9.3.5.1. **(Added-8FW)** Currencies. All Go/No-Go currencies will be IAW 11-202V1, 11-202V2, 11-2F-16V1 and the RAP tasking message.

9.3.5.2. **(Added-8FW)** CAPS/Boldface. All CMR/BMC pilots must complete a CAPs test before the first flight of each month. Exception: Cross-country pilot's CAPs are valid for the duration of the cross-country, not to exceed 30 days after the completion of the CAPs test. For failed CAPs, pilots will be grounded one day and successfully retake CAPs before resuming flying duties.

9.3.5.3. **(Added-8FW)** Situational Emergency Procedures Training (SEPT). Pilots will complete SEPTs IAW AFI 11-2F-16V1.

9.3.5.4. **(Added-8FW)** Operational Risk Management (ORM). Flight members are required to assess their flight's ORM status prior to step. This status will be reported during mass briefing to squadron Operations Supervisor. Ops Sups will hold the final decision whether to step a pilot with an increased risk level.

9.3.5.5. **(Added-8FW)** Pubs Changes. Any in-flight publication or in-flight T.O. must be posted with the most current change or supplements before stepping to the aircraft. Pilots will sign off PEX after appropriate changes have been posted.

9.3.5.6. **(Added-8FW)** Semi-Annual Stan Eval Test. Any BMC/CMR pilot must complete the semi-annual test prior to flying in the next calendar month after it is released. A pilot that is in MQT or arrives mid-cycle is not required to accomplish the current half's test. For these pilots, enter their BMC/CMR date as their test date on the Go/No-Go tracker. See section 6.2 for more information.

9.3.5.7. **(Added-8FW)** DNIF Procedures. SARMS are responsible for tracking DNIF pilots to ensure anyone performing flight duties or SOF has a current AF Form 1042.

After a change in DNIF status, pilots are required to hand carry a copy of the new AF Form 1042 to the SARMS shop.

9.3.5.8. **(Added-8FW)** Weekly General Knowledge (GK) Test. BMC/CMR pilots must complete the weekly GK test prior to flying on the first day of every week. Once the test has been completed via PEX, the individual will be green for "Test". In the event PEX is unavailable, FS/CCVs will log a 1522 for individuals affected. In the event of extended absence (leave/TDY), wherein multiple tests were automatically issued via PEX, only the latest test is required to be completed prior to flying. FS/CCVs or SARMS will coordinate with OGV to remove missed tests from PEX for reasons stated above.

9.3.6. **(Added-8FW) Visiting Aircrew Procedures.** The 8 OG/CC is the approval authority for visiting aircrew flying in an 8 FW aircraft. The Visiting Aircrew Checklist ([Attachment 17](#)) must be completed and signed by the 8 OG/CC or his designated representative prior to a visiting pilot's first local flight.

9.3.6.1. **(Added-8FW)** The visiting aircrew should coordinate with SARMS and squadron CCV prior to their arrival to provide the training records listed in [Attachment 11](#) (Individual Training Summary, Individual Data Summary, Flying History Report, AF Form 1042, AF Form 702, Aeronautical Orders/AF Form 4324 and Security Clearance Verification).

9.3.6.2. **(Added-8FW)** SARMS will verify that each visiting pilot is current in all categories of the Go/No-Go program prior to releasing a tail number to that pilot. The 8 OG Form 11 ([Attachment 23](#)) (FCIF Card) may be used to track Go/No-Go items that are not carried in PEX and is used when visiting pilots will only be flying at Kunsan for a short period of time. If visiting pilots will be flying at Kunsan for an extended period of time, then their names will be added to PEX for the duration of the visit.

9.3.6.3. **(Added-8FW)** Squadron CCV is responsible for providing the visiting aircrew with a current and updated version of the following in-flight publications: -1CL, -34CL and 8 FW IFG. Moreover, CCV will coordinate with the squadron plans officer to ensure that visiting pilots receive the required 60-8/ROE briefings and tests prior to flying in P518.

9.3.6.4. **(Added-8FW)** Security Clearance status must be verified prior to flight in 8 FW aircraft.

9.3.7. **(Added-8FW) Flight Surgeon Procedures.** Flight Surgeons are required to maintain their ground training, testing, and Go/No-Go requirements IAW AFI 11-202V1 (Currency, Egress/HH, CRM), AFI 11-202V2 (CAPs), AFI 11-202V2 8 FW Supp (Closed Book Test), AFI 48-123 (Physical), AFI 11-2F-16V1 (Water/Local Survival, AGSM), AFI 11-403 (Physiological), AFI 11-301 (Life Support Fam), AFI 11-404 (Centrifuge) and AFI 11-401 (Stick Interference). They will accomplish monthly CAPs, but need only fill out the Egress portion. They must be current in all FCIF's prior to flying, and conduct an annual FCIF review. Lastly, a current AF Form 1042 will be on file before stepping to fly.

9.4. Supplementary Evaluations.

9.4.1. **Purpose.** Supplementary evaluations are administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to

operational problems, such as negative checkride trends. The form and content of a supplementary evaluation is at the discretion of the commander directing it.

9.4.2. Supplementary evaluations are not aircrew qualification evaluations.

9.4.3. The commander directing the supplementary evaluation will determine the areas to be evaluated. The Stan/Eval function directly under the commander directing the supplementary evaluation will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander.

9.4.4. Individuals other than flight examiners, as determined by the commander directing the supplementary evaluation, may participate in its conduct.

9.4.5. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted in-flight, supplementary evaluations will not be all-encompassing, result in the assignment of an overall grade or be documented on an AF Form 8/8a.

9.4.6. At a minimum, supplementary evaluations results will be documented in SEB minutes (see [Attachment 2](#)).

9.4.7. **(Added-PACAF)** Accomplish the following when a specific area is identified for a supplementary evaluation:

9.4.7.1. **(Added-PACAF)** Outline the specific objectives of the evaluation and determine an adequate time frame to achieve the objectives. Develop checklists to ensure standardization.

9.4.7.2. **(Added-PACAF)** For non-flying supplementary evaluations, include a review of lesson plans, syllabi, training, tactics, etc.

9.4.7.3. **(Added-PACAF)** Evaluate the results and determine discrepancies, recommended corrective action, suspense dates, and OPR for corrective action.

9.4.7.4. **(Added-PACAF)** Report supplementary evaluation results to the appropriate OPR through the OG/CC. The report will include the objectives of the evaluation, the time frame during which it was performed, discrepancies that were noted, recommended corrective action and suspense dates for completion of corrective action.

9.4.7.5. **(Added-PACAF)** Perform follow-up to ensure that completed corrective action is effective. Stan/Eval will recommend when the commander should close corrective action items.

9.4.7.6. **(Added-PACAF)** Retain a copy of supplementary evaluation reports for at least one year.

9.4.8. **(Added-8FW) Programs.** Evaluations of 8 OG programs will be conducted at the discretion of the 8 OG/CC. 8 OG/OGV is responsible for developing a quarterly supp eval schedule. [Table 9.1](#) lists the suggested areas for annual supp evals and the scheduled quarter. Additional areas for supp evals will be discussed at the semi-annual SEB.

9.4.8.1. **(Added-8FW)** Ground Supp Eval. Areas may include, but are not limited to: SOF, SRO, FCF, Squadron CCV, Airfield Ops, Base Ops, Simulators, etc.

9.4.8.2. **(Added-8FW)** In-Flight Supplementary Evaluations. Flying related supp evals serve as a means of obtaining additional information to support the existence of an

adverse formal/informal trend, identify other deficiencies, or to determine if a corrective action previously implemented in order to close out a formal/informal trend has provided an effective solution. The execution of these supp evals may involve testing, simulator training, flight training, etc. and can be conducted by 8 OG/OGV or by designated representatives.

9.4.8.3. **(Added-8FW)** No-Notice and Supplementary Evaluations During Training. Supp evals may be conducted by an OGV FE during required training (e.g. IRC, egress training, etc.). The instructors will require no special preparation. Documentation will follow from OGV only when discrepancies are found. OGV will address such items as appropriateness of training, conformance to lesson plans, level of instruction, etc. If discrepancies require corrective action, the unit providing the training will assign an estimated completion date.

9.4.9. **(Added-8FW) Procedures.** 8 OG/OGV should first determine the specific objectives of the supp eval (e.g. close out an informal trend; accomplish periodic review of OG program, etc) and should then determine the appropriate method of the evaluation. OGV will review appropriate regulations/assessment guides, and ensure any inspection checklists are current prior to the inspection. For ground supp evals 8 OG/OGV will provide notification to the appropriate agency at least one week prior to the evaluation. After the supp eval is complete, OGV will brief the results and discrepancies to the respective leadership and/or program manager.

9.4.10. **(Added-8FW) Reports and Corrective Actions.** 8 OG/OGV will prepare a formal report listing all discrepancies, recommended corrective actions for closure, suspense dates, and OPR for corrective actions. Suspense dates should not normally exceed 60 days after the evaluation and a follow-up supp eval (if needed) will be specified in the report. Follow-up evaluations are normally accomplished within 60 days of receipt of corrective action. If corrective action is not completed, describe progress and provide an estimated completion date. If a correction is beyond the capability of the squadron/agency, state the actions taken to obtain assistance.

9.5. Forms Adopted. AF Form 702, *Individual Physiological Training Record*, AF Form 847, *Recommendation for Change of Publication*, AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*, AF Form 1522, *ARMS Additional Training Accomplishment Report*, AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*.

9.6. Forms Prescribed. AF Form 8, *Certificate of Aircrew Qualification*; AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*; AF Form 942, *Record of Evaluation*; AF Form 4348, *USAF Aircrew Certifications*.

PHILIP M. BREEDLOVE, Lt Gen, USAF
DCS, Operations, Plans and Requirements

(PACAF)

Jan-Marc Jouas, Major General, USAF

Director of Operations, Plans, Requirements and
Programs
Pacific Air Forces

(8FW)

SCOTT L. PLEUS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-9, *Lead Operating Command Weapon Systems Management*, 13 Jun 2000

AFPD 11-2, *Aircraft Rules and Procedures*, 14 Jan 2005

AFPD 11-4, *Aviation Service*, 1 Sep 2004

AFPD 33-3, *Information Management*, 28 Mar 2006

AFI 11-202, Volume 1, *Aircrew Training*, 23 Nov 2005

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 Dec 2008

AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 11 Apr 2001

AFI 11-401, *Aviation Management*, 7 Mar 2007

AFI 11-418, *Operations Supervision*, 21 Oct 2005

AFI 11-421, *Aviation Resource Management*, 1 Nov 2004

AFI 13-201, *Airspace Management*, 1 Dec 2006

AFI 16-1202, Volume 2, *Pararescue and Combat Rescue Officer Standardization and Evaluation*, 11 Feb 2008

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 2006

AFI 36-2201, Volume 1, *Training Development, Delivery, and Evaluation*, 1 Oct 2002

AFI 65-503, *US Air Force Cost and Planning Factors*, 4 Feb 1994

AFI 90-201, *Inspector General Activities*, 22 Nov 2004

AFMAN 11-210, *Instrument Refresher Program (IRP)*, 3 Feb 2005

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Abbreviations and Acronyms

A3—Director of Operations

AE—Aeromedical Evacuation

AF—Air Force

AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command
AGR—Active Guard and Reserve
ANG—Air National Guard
AO—aeronautical order
AR—air refueling
ARMS—Aviation Resource Management System
ART—Air Reserve Technician
AT—Air Technician
ATD—aircrew training device
BMC—Basic Mission Capable
CAPs—Critical Action Procedures
CC—Commander
CCTS—Combat Crew Training Squadron
CEA—Career Enlisted Aviator
CFM—Career Field Manager
CMR—Combat Mission Ready
CRM—Cockpit/Crew Resource Management
CRO—Combat Rescue Officer
DNIF—duty not involving flying
DRU—direct reporting unit
EOC—end of course
EP—emergency procedures
EPE—emergency procedures evaluation
ETCA—Education and Training Course Announcement
FCIF—Flight Crew Information File
FEF—Flight Evaluation Folder
FLT—flight
FOA—Field Operating Agency
FRF—Flight Record Folder
FT—flight test
FTU—Formal Training Unit
HQ—headquarters

HHQ—higher headquarters
IAW—in accordance with
IFR—Instrument Flight Rules
INIT—initial
INSTM—instrument
INSTR—instructor
MAJCOM—Major Command
MDS—Mission Design Series
MFR—memorandum for record
MQF—master question file
MR—Mission Ready
MSN—mission
MTR—Military Training Route
N/A—not applicable
NAF—Numbered Air Force
NAS—National Airspace System
N-BMC—Non-Basic Mission Capable
N-CMR—Non-Combat Mission Ready
NMR—Non Mission Ready
N/N—no-notice
OCR—office of collateral responsibility
OG—Operations Group
OGV—Operations Group Standardization/Evaluation
OPR—office of primary responsibility
ORM—operational risk management
PCA—permanent change of assignment
PCS—permanent change of station
PJ—pararescue jumper
Q—qualified
QUAL—qualification
RQ—requalification
SAV—staff assistance visit

SEB—Standardization/Evaluation Board

SELO—Standardization/Evaluation Liaison Officer

SIM—simulator

SQB—secure question bank

SSN—Social Security Number

STAN/EVAL—standardization/evaluation

TDY—temporary Duty

U—unqualified

USAF—United States Air Force

Terms

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

Additional Training—Any training recommended by flight examiner to remedy deficiencies identified during an evaluation that must be completed by a specific due date. This training may include self-study, ground instruction, ATD, simulator or flying. Additional training must include demonstration of satisfactory knowledge or proficiency to flight examiner, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed.

Aircrew—The total complement of rated, career enlisted aviator, and nonrated aircrew personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to the accomplishment of the aircraft's mission. Individuals must be on AOs and assigned to an authorized position according to AFI 65-503, or nonrated aircrew not in an aircraft's basic complement, but required for the mission. See AFPD 11-4.

Aircrew Training Device (ATD)—A training platform suitable to conduct evaluations.

Air Reserve Technician (ART)—A civilian employee of the United States Air Force Reserve Command (AFRC) who provides permanent party support to an AFRC unit and occupies an AFRC Unit Manning Document military position in the unit comparable to his or her civilian position.

Air Technician (AT)—A civilian employee of the Air National Guard (ANG) who provides permanent party support to an ANG unit and occupies an ANG unit manning document military position in the unit comparable to his or her civilian position.

Certification—Procedure used to document competency in a particular task. Not interchangeable with “qualification,” which requires Form 8/8a documentation.

Combat Crew Training Squadron (CCTS)/Formal Training Unit (FTU)—A unit with a primary mission to train aircrew personnel according to approved syllabi.

Debriefed Discrepancy—Remedial action taken by a flight examiner to remedy a discrepancy noted during an in-flight or, if applicable, simulator evaluation (e.g. EPE conducted in the sim). This action is accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in the Examiner’s Remarks section of the AF Form 8/8a Comments.

Eligibility Period—The six-month period prior to the expiration date of an evaluation that includes the month in which the evaluation is due.

Emergency Procedures Evaluation (EPE)—A flight, ATD, sim or verbal evaluation used to evaluate emergency procedures and systems knowledge.

Evaluation—1) Procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. See also Joint Pub 1-02.

Education and Training Course Announcement (ETCA)—Air Force Database located at URL: <https://etca.randolph.af.mil/> that incorporates all the information previously contained in AFCAT 36-2223, *USAF Formal Schools Catalog*. ETCA is prescribed by AFI 36-2201, Vol 1, *Training Development, Delivery, and Evaluation*.

Flight Crew Information File (FCIF)—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

Flight Evaluation Folder (FEF)—A two-part folder containing the source documents that constitute the history of flying qualifications (and certifications if the AF Form 4348 is used) of each aircrew member.

Flight Examiner—An aircrew member designated to perform evaluation duties as specified by this instruction. Flight examiners must be qualified in the events they evaluate (*EXCEPTION*: SPOT evaluations). *Unit Flight Examiners* include squadron flight examiners assigned to the flying squadron, OGV flight examiners assigned to the OGV but attached to the flying squadron and other Wing individuals tasked with flight examiner duties assigned above the squadron level. A *HHQ Flight Examiner* is a flight examiner assigned to a NAF or MAJCOM. *Senior Flight Examiners* are senior flying commanders – specifically, flying NAF/CCs and OG/CCs (and/or, their deputies) – that act in the capacity of flight examiners.

Ground Recheck—A procedure used by an examiner to remedy an unqualified evaluation that does not entail in-flight or simulator demonstration on the part of the examinee.

Initial Evaluation—The first evaluation of any type for an MDS (e.g., INIT QUAL/ INSTM, INIT MSN, INIT INSTR).

Instructor Evaluation—An evaluation that initially and reestablishes instructor qualification of the examinee in an MDS (i.e., INIT INSTR and RQ INSTR) as directed in AFI11-2MDS Vol 1.

Instrument Evaluation—Qualifies an aircrew member to operate under IFR.

Lead Command—The Air Force MAJCOM or agency possessing an MDS that is designated by AFD 10-9 as responsible for the coordination of MDS-Specific activities.

Master Question File (MQF)—Question bank used to construct closed book exams. Aircrew members have access to MQFs.

Mission Evaluation—Qualifies an aircrew member to employ the member's assigned weapon system in accomplishing the unit's operational or DOC statement mission. Requires AF Form 8/8a documentation.

No-Notice Evaluation—An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

Office of Collateral Responsibility (OCR)—Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Operations Group Commander (ANG/AFRC)—ANG/AFRC may use Air Operations Officer/Operations and Training Officer, if appropriate, when Operations Group Commander (OG/CC) is referenced.

Qualification Evaluation—Qualifies an aircrew member to perform the duties of a particular crew position in the specified aircraft. Requires AF Form 8/8a documentation.

Requalification Evaluation—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months (as specified in applicable AFI11-2MDS Vol 1), a recheck following a failed evaluation or a commander directed downgrade. Requires AF Form 8/8a documentation.

Requisites—Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete. Requires AF Form 8/8a documentation.

Recheck—A subsequent evaluation used to remedy a failed evaluation. Requires AF Form 8/8a documentation.

Secure Question Bank (SQB)—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

Specialized Aircrew—Flight Surgeons, Combat Camera, and Non-Rated aircrew, to include K-, Q- and X- prefix specialty codes. Does not include X-prefix Aeromedical Evacuation Crewmembers.

SPOT Evaluation—An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation. May be No-Notice. Requires AF Form 8/8a documentation.

Squadron Supervisor—Any of the following: squadron commander, operations officer, assistant operations officer, flight commander or person specifically designated by the squadron commander.

Stan/Eval Board (SEB)—A forum convened at the group level to review and resolve aircrew-related issues.

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

Standardization/Evaluation Liaison Officer (SELO)—An individual (officer or enlisted) tasked to perform squadron Stan/Eval administrative duties.

Student Aircrew Member—An aircrew member enrolled in a formal course or training under a MAJCOM approved syllabus.

Supervised Status—The status of an aircrew member who must fly under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI11-2MDS Vol 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI11-2MDS Vol 1, or as determined by the SQ/CC.

Supplementary Evaluation Program—Administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems.

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Unit—A level of organization under HHQs (MAJCOM and/or NAF) required to establish a Stan/Eval function (normally this is an operations group and consists of both the group and flying squadrons).

Universal Qualification—Process where Specialized Aircrew attain/maintain qualification in two or more MDS aircraft where qualification is attained/maintained via a minimum of a ground phase examination.

User Command—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

Weapon System—A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

Attachment 1 (PACAF)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-2MDS, Volume 1, *Aircrew Training*

AFI 11-2MDS, Volume 2, *Aircrew Evaluation Criteria*

AFI 11-2MDS, Volume 3, *Operations Procedures*

AFI 91-202, *The US Air Force Mishap Prevention Program*, 01 Aug 1998

Abbreviations and Acronyms

ACC – Air Combat Command

AMC - Air Mobility Command

ASEV – Aircrew Standardization/Evaluation Visit

CCV – Squadron Standardization/Evaluation

CoP – Community of Practice

CSO – Communication System Operator

FA – Flight Attendant

FE – Flight Examiner

FLIP – Flight Information Publications

IP – Instructor Pilot

MOA – Memorandum of Agreement

PACAF – Pacific Air Forces

PEX – Patriot Excalibur

SEFE – Standardization/Evaluation Flight Examiner

SII – Special Interest Item

UCI – Unit Compliance Inspection

Attachment 1 (8FW)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-2F-16V1, F-16--*Aircrew training*, 11 Aug 11

AFI 11-2F-16V2, F-16--*Aircrew Evaluation Criteria*, 10 Dec 09, IC-1 27 Aug 10

AFI 11-2F-16V3, PACAF Supplement 1, and 8 FW Supplement1, F-16--*Operations Procedures*, 18 Feb 10, 17 Dec 09

AFI 11-202V2 and PACAF Supplement 1, *Aircrew Standardization/Evaluation Program*, 13 Sep 10 and 11 Aug 11

AFI 11-202V3 and PACAF Supplement 1, *General Flight Rules*, 22 Oct 10 and 11 Jul 11

AFI 11-214, *Air Operations Rules and Procedures IC-2*, 2 Jun 09

AFI 11-215 and PACAF Supplement 1, *USAF Flight Manuals Program (FMP)*, 28 Oct 10 and 22 Dec 08

AFI 11-217V1, *Instrument Flight Procedures*, 22 Oct 10

AFI 11-401, PACAF Supplement 1, and 8 FW Supplement 1, *Aviation Management*, 10 Dec 10, 25 Mar 10, and 31 Aug 10

AFI 11-418_8 FW Supplement, *Operations Supervision*, 24 Sep 08

AFI 33-360_8 FW Supplement, *Publications and Form Management*, 29 Jul 11

ACCR 51-1, *Flying Training Low Level Navigation*, 1 Jun 11

ACCR 55-22, *Air-to-Ground / Air-to-Air Training Procedures*, 15 Sep 1987

ACCR 60-8, *Korean Buffer Zone and Tactical Zone Flight Operations and Procedures for the Prevention of Inadvertent Overflight of Non-Friendly Borders*, 1 Nov 11

T.O. 1F-16CM -1CL-1, change 6, 1 Jul 11

T.O. 1F-16CM-34-1-1CL-1, 1 Jul 11

8 FW Inflight Guide, 2 Apr 12

Abbreviations and Acronyms

A-A—Air to Air

AFE—Aircrew Flight Equipment

A-G—Air to Ground

CAS—Close Air Support

CMR—Combat Mission Ready

FCF—Functional Check Flight

FCIF—Flight Crew Information File

FE—Flight Examiner
FLIP—Flight Information Publications
IFG—In Flight Guide
INIT INSTR—Initial Instructor
INSTM/QUAL—Instrument/Qualification
IP—Instructor Pilot
IRC—Instrument Refresher Course
LOX—Letter of X's
MDS—Major Design Series
NLT—Not Later Than
PEX—Patriot Excalibur
PRF—Pilot Read File
RFI—Read File Item
SARMS—Squadron Aviation Resource Managers
SEPT—Situational Emergency Procedures Training
SII—Special Interest Items
SOF—Supervisor of Flying
SRF—Safety Read File
SRO—Special Reconnaissance Operations
Supp Eval—Supplemental Evaluation
UTD—Unit Training Device
VTR—Video Tape Recorder
XATK—Time Sensitive Attack
XINT—Time Sensitive Interdiction

Attachment 2**STAN/EVAL BOARD MINUTES**

Note: The information below is an example of the minimum information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)
2. Overview:
 - a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron flight examiners.) Include any OG/CC designated additional OGV flight examiners.
 - b. Summary.
 - (1) Evaluations. Report EPEs and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2MDS Vol 2). Include SPOT, N/N, and INIT INSTR evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).
 - (a) Q1s
 - (b) Q2s
 - (c) Q3s
 - (d) Total evaluations for each crew position
 - (2) Examinations. Report examination results by crew position and type of examination (open book, closed book, instrument and boldface/CAPs).
 - (3) Waivers and Extensions. Identify all waivers and extensions as identified in this AFI.
 - (4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.
 - (5) Report progress toward achievement of no-notice requirements, if applicable.
 - c. Stan/Eval Program Inspections and Reviews (if applicable).
 - d. Aircrew Flight Publications. Review open AF Forms 847.
 - e. Supplementary Evaluations. Report results of evaluations conducted at both the OGV and squadron level.
 - f. MTR and Air Refueling Track Reviews (annotate date completed or "N/A" as applicable - see para 3.2.2.11.).

3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal Stan/Eval inspections will be addressed and covered until they are closed out.
4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.
5. Other: This is an optional paragraph that can be used as necessary.
6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As Required

Attachment 3

AF FORM 8 COMMENT EXAMPLES

Note: Examples are provided to illustrate content rather than format. In those instances where an example may not directly apply, units will adhere to published guidance.

Figure A3.1. Generic Section IV – Comments.

<p>RESTRICTION(S) (<i>If required</i>): See para. 7.3.7.1</p> <p>EXCEPTIONALLY QUALIFIED (<i>If desired</i>): See para. 7.3.7.2</p> <p>EXAMINER'S REMARKS: See para. 7.3.7.3.</p> <p>A. Mission Description. See para. 7.3.7.3.2. If more than one flight examiner was involved in administering the flight phase portion of the evaluation, annotate here with a “First Sortie”, “Second Sortie” and have all but the final flight examiner sign a signature block (enter name, rank, and organization) under each entry (see para. 7.3.7.3.1).</p> <p>B. Discrepancies. Document all discrepancies (Q- or U) or enter "None" (if “None” then Ground and Flight annotations not required). See para. 7.3.7.3.3.</p> <ol style="list-style-type: none"> 1. Ground. 2. Flight. <p>C. Recommended Additional Training. Enter additional training or “None” (if “None” then the Ground and Flight annotations not required). See para. 7.3.7.3.4.</p> <ol style="list-style-type: none"> 1. Ground. 2. Flight. <p>D. Additional Comments. Enter additional comments (to include Commendable areas/sub-areas) or “None.” See para. 7.3.7.3.5.</p> <ol style="list-style-type: none"> 1. ... 2. ... <p>REVIEWING OFFICER'S REMARKS: See para. 7.3.7.4.</p> <p>APPROVING OFFICER'S REMARKS: See para. 7.3.7.5.</p> <p>ADDITIONAL REVIEWS: See para. 7.3.7.6.</p>

Figure A3.2. Section IV with EQ (See [paragraph 7.3.7.2](#)).

EXCEPTIONALLY QUALIFIED: The examinee demonstrated exceptional aircraft handling and instrument skills during all phases of this evaluation. Rapidly changing weather and denial of service at two planned out-bases caused the examinee to have to change his plan several times in-flight, each time done quickly and efficiently so that all aspects of the mission could still be accomplished.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.3. Section IV with Commendable (See [paragraph 7.3.7.3.5.2](#)).

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. Commendable. Area 36. Task Prioritization. Brief statement describing commendable performance

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.4. Section IV with Downgrade. (See [paragraph 7.3.7.3.3](#)).**EXAMINER'S REMARKS:**

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground. None
2. Flight. Area 36. Task Prioritization: Q-. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.5. Two Sortie with Discrepancy on First Sortie.**EXAMINER'S REMARKS:**

A. Mission Description.

First Sortie: IAW AFI 11-2MDS Vol 2.

FIRST M.I. LAST, Rank, USAF
Office Symbol

Second Sortie: Brief description of items not accomplished on first sortie.

B. Discrepancies.

1. Ground. None
2. Flight. First Sortie. Area 36. Task Prioritization: Q-. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.6. Q3 with Restrictions and Additional Training (See [paragraph 7.3.7.1.1](#)).

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground (EPE). Area 21. Gear Fail to Retract – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.
2. Flight. Area 36. Task Prioritization – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Ground. Examinee will review gear fail to retract EPs with an instructor and perform another EPE with gear malfunctions as an emphasis item.
2. Flight. Examinee will accomplish a supervised flight with emphasis on task management in the instrument environment.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.7. RQ Following a Q3.**EXAMINER'S REMARKS:**

A. Mission Description. This requalification evaluation was conducted... (enter short description of necessary events to regain lost qualification).

B. Discrepancies. None

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.8. Ground Recheck.

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground. None.
2. Flight. Area 25. Ability to Instruct – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Ground. Examinee will review procedures then provide an instructional brief to a squadron instructor on entries into holding and TACAN penetrations.
2. Flight. None.

D. Additional Comments. Ground recheck successfully accomplished. No further action required.

(Signature and date)

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.9. Commander-Directed Downgrade (Non-Flying).

RESTRICTIONS: Commander-Directed Downgrade.

EXAMINER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.

B. Discrepancies. None.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

ADDITIONAL REVIEWS: As required.

Figure A3.10. Commander-Directed Downgrade (Flying).

RESTRICTIONS: Commander-Directed Downgrade.

EXAMINER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.

B. Discrepancies. Document all Q- or U discrepancies.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

ADDITIONAL REVIEWS: As required.

Figure A3.11. (Added-PACAF) SEFE Objectivity.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED 01 Feb 10			
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial) Brown, Steve L.		RANK Maj	SSAN XXX-XX-1234	ELIGIBILITY PERIOD N/A			
ORGANIZATION AND LOCATION 36 AS, Yokota AB, Japan		ACFT/CREW POSITION C-130H/EP					
II. QUALIFICATION							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE			
			SPOT	01Feb10			
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED 1	UNQUALIFIED	DUE DATE(S) N/A		DATE ADDITIONAL TRAINING COMPLETED N/A			
EXPIRATION DATE OF QUALIFICATION N/A		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE		
				CLICK HERE TO SIGN			
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION							
TYPED NAME AND GRADE	ORGANIZATION	CHECK				SIGNATURE	DATE
		ENDORSE	DO NOT RECHECK	RECHECK	RECHECK		
1 FLIGHT EXAMINER John Q. White, Maj	36 AS/CCV	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CLICK HERE TO SIGN	
2 REVIEWING OFFICER Ron A. Bear, Lt Col	36 AS/DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CLICK HERE TO SIGN	
3 FINAL APPROVING OFFICER George C. Scott, Lt Col	36 AS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CLICK HERE TO SIGN	
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND GRADE OF EXAMINEE Steve L. Brown, Maj, 36 AS/ADO				SIGNATURE		
					CLICK HERE TO SIGN		

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
EXAMINER'S REMARKS:	
<p>A. Mission Description. Maj Brown flew his SEFE Objectivity evaluation as a standing evaluator of an aircraft commander in the wing position of a two-ship SKE route, airdrop, and recovery followed by a full INSTM/QUAL profile, a tactical arrival, and assault takeoff and landing procedures. Mission elements included: flight evaluation briefing, in-flight evaluation, CRM and mission debrief, and evaluation documentation. Maj Brown complied with all HHQ and local Stan/Eval directives, properly briefed and debriefed the evaluation, and awarded the correct grades for each evaluated area and the overall grade. Lt Col Smith, 36 AS/CC, was debriefed on the evaluation results.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. None.</p> <p>REVIEWING OFFICER'S REMARKS: None.</p> <p>APPROVING OFFICER'S REMARKS: None.</p> <p>ADDITIONAL REVIEWS:</p> <p>OGV: _____</p>	
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397</p> <p>PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification</p> <p>DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Attachment 4

AF FORM 8A COMMENT EXAMPLE

Figure A4.1. Q1 (Universal) QUAL MSN.

EXAMINER'S REMARKS: (If applicable. Repeat if necessary for each aircraft.)

A. Mission Description. This evaluation was completed on an F-16B aircraft. Capt Bones demonstrated all egress procedures in an excellent manner. All required equipment use and limitations were evaluated simulating a representative test sortie.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

SAMPLE AF FORM 942

Figure A5.1. Sample AF Form 942.

[illegible]

Attachment 6

SAMPLE AF FORMS 4348

Figure A6.1. Initial Review.

USAF AIRCREW CERTIFICATIONS						
THIS IS TO CERTIFY THAT						
NAME (LAST, FIRST, MIDDLE INITIAL) Magellan, Ferdinand R.		SSAN XXX-XX-9999	ACFT MC-130H	UNIT ORGANIZATION AND LOCATION 15 SOS, Hurlburt AFB, FL		
CERTIFIED EVENT INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DECERTIFICATION	
					DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION
Touch and Go Landing	20020625	Lt Col Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>	
Capt Joe Instructor, 8 SOS/DOT					<input type="checkbox"/>	
Drop Zone Controller (DZC)	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>	
Capt Joe Instructor, 8 SOS/DOT					<input type="checkbox"/>	
Landing Zone Safety Officer (LZSO)	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>	
Maj Ira M. Pressive, 8 SOS/DOV					<input type="checkbox"/>	
Close Interval Operations/MP	20080718	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>	
Maj Pencil Head, 15 SOS/DOT					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to record aircrew certification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification. AF Form 4348 20061208						

Figure A6.2. Certification and Decertification.

USAF AIRCREW CERTIFICATIONS									
THIS IS TO CERTIFY THAT									
NAME (LAST, FIRST, MIDDLE INITIAL) Magellan, Ferdinand R.		SSAN XX-XX-9999	ACFT MC-130H	UNIT ORGANIZATION AND LOCATION 15 SOS, Hurlburt AFB, FL					
CERTIFIED EVENT		DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DECERTIFICATION			
INSTRUCTOR						DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION		
Touch and Go Landing		20020625	Lt Col Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>			
Capt Joe Instructor, 8 SOS/DOT						<input type="checkbox"/>			
Drop Zone Controller (DZC)		20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>	Lt Col Steve Starr 15 SOS/CC		
Capt Joe Instructor, 8 SOS/DOT						<input type="checkbox"/>			
Landing Zone Safety Officer (LZSO)		20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>	Lt Col Steve Starr 15 SOS/CC		
Maj Ira M. Pressive, 8 SOS/DOV						<input type="checkbox"/>			
Close Interval Operations/MP		20080718	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>			
Maj Pencil Head, 15 SOS/DOT						<input type="checkbox"/>			
FARP		20080815	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>			
Capt Roger Cuethree, 15 SOS/DOV						<input type="checkbox"/>			
Flight Examiner		20100105	Lt Col Barry Reid 15 SOS/CC		20100730	<input type="checkbox"/>	Lt Col Barry Reid 15 SOS/CC		
Lt Col Robert Smart, 15 SOS/DOV						<input checked="" type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to record aircrew certification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification. AF Form 4348 20061208									

PRIVACY ACT STATEMENT

Attachment 7**FCIF TEMPLATE**

Note: The information below is an example of a template MAJCOMs may use when drafting an FCIF.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: The Subject Line contains the FCIF number and title of the FCIF (if applicable)

1. Applicability paragraph. This paragraph lists the MAJCOM(s) that the FCIF item is applicable to, and those MAJCOMs for which the FCIF item is "for information only." May also include applicable aircraft or units as necessary.
2. Directive paragraph. Use this paragraph to give direction to aircrews regarding procedures or guidance. This information should be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.
3. Amplification paragraph. This paragraph should focus on background information to the aircrews or any other amplifying data deemed necessary by the FCIF item author for aircrews to understand the impetus behind the FCIF item. The FCIF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.
 - a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
 - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. Administrative paragraph. Use this paragraph to show where the FCIF item is to be placed (Part B or C), and how for long the FCIF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
5. Receipt/POC paragraph. This paragraph directs units to acknowledge receipt of the FCIF item within a desired period of time, FCIF item POC(s), and the POC phone number and email address.

Attachment 8 (Added-8FW)

FLIGHT EXAMINER UPGRADE CHECKLIST

NAME:		TOTAL TIME:	
PREVIOUS QUAL DATES:		F-16 TIME:	

_____ is entered into FE upgrade training.

___ FS Operations Officer _____

___ FS Commander _____

8 OG Commander _____

Checklist	INIT	DATE
1. Review Pubs:		
AFI 11-401		
AFI 11-2F-16_Vol. 3		
AFI 11-202 Vol.. 2		
PACAFR 60-2, Vol.. III		
8 FW FE Guide		
2. Complete Training with 35/80 FS CCV or 8 OG/OGV in the following areas		
Testing procedures		
Conduct of emergency procedures evaluations		
Conduct of flight evaluations		
No-notice evaluations		
AF Form 8 preparation, routing and suspense		
Trend Analysis		
Supplemental evaluations		
Observe qualified FE administer/document an EPE		
Observe qualified FE administer/document a flight evaluation		
Complete FE test at OGV		
Brief, administer, critique and document an EPE monitored by 8 OG/OGV or designated FE		
Brief, administer, critique and document a flight evaluation monitored by 8 OG/OGV or designated FE		
3. Monitor a Verification Board prior to serving on the board as 8 OG/OGVs representative		
4. Interview with 8 OG/OGV		
5. Interview with 8 OG/CC		

Attachment 9 (Added-8FW)**8 OG FLIGHT PUBLICATIONS CHECK LETTER**

MEMORANDUM FOR ____ FS/CCV

Date

FROM: _____

SUBJECT: Flight Publications Check Letter

_____ is in the zone for an Instrument/Qualification evaluation. The publications listed below have been checked for accuracy.

__ (F-16CM)	T.O. 1F-16CM-1CL-1, F-16 Flight Crew Checklist
__ (F-16CM)	T.O. 1F-16CM-34-1-1CL-1, F-16 Nonnuclear Weapons Delivery Checklist (If applicable)
__ (F-16CM)	8 FW Inflight Guide

Flight Examiner

Attachment 10 (Added-8FW)

SAMPLE LETTER FOR SUPERVISED STATUS/RESTRICTION TO FLYING

MEMORANDUM FOR 35/80 FS/CC
 35/80 FS/DO
 35/80 FS/DOS
 35/80 FS/DOT
 35/80 SARMS

Date _____

FROM: 35/80 FS/CCV

SUBJECT: NOTIFICATION OF ADDITIONAL TRAINING / SUPERVISED STATUS

1. _____ displayed MARGINAL/UNSATISFACTORY performance or knowledge in the following:

() Failed CAPs test: Individual will not fly until successful re-test.

() Failed OPEN/CLOSED/INSTRUMENT examination: Individual must successfully retest within the checkride eligibility period, or NLT the last day of the 3rd month after failure.

() EPE.

() Flight Evaluation.

2. Supervised Status: () Yes () No

3. CMR Status: () N-CMR () CMR/BMC

4. The following TRAINING/EVALUATION will be required prior to the individual being removed from supervised status: _____ NLT _____.

5. Scheduling will not fly this individual without an instructor or squadron supervisor in the same aircraft or element, until successful accomplishment of additional training and approval of the SQ/CC.

6. This MFR will be placed in the member's gradebook until removal from supervised status, or as appropriate.

 FS/CCV

concur/nonconcur

 FS/CC

Acknowledged

35/80 FS/DO _____

35/80 FS/DOS _____

35/80 FS/DOT _____

35/80 SARMS _____

_____ completed TRAINING/EVALUATION on _____ and is removed from supervised status and returned to MR.

 FS/CC

Date _____

Attachment 11 (Added-8FW)
CHECKRIDE-IN-PROGRESS CHECKLIST

8 OG CHECKRIDE-IN-PROGRESS CHECKLIST		STOP! CHECK HERE FIRST			
OPR	ACTION				
Squadron CCV	<input type="checkbox"/> Review FEF – Previous and last similar checkride to ensure completion -- Add any required events if applicable in the remarks section below -- Is an SFO required on this Evaluation?				
EPE FE	<input type="checkbox"/> Review squadron trends. Include in brief to examinee				
	<input type="checkbox"/> Pubs check (Required for ALL evals)				
	<input type="checkbox"/> Debrief supervisor (If OG/CCY Top 3 or F1 CC)				
	<input type="checkbox"/> Complete 8 OG Form 19-1 or 19-2 (Immediately after debrief), then file in Folder				
	<input type="checkbox"/> Notify SQ CC/DO of Q-2 or Q-3. (Reference Q-2/3 checklist in CCV)				
FLIGHT FE	<input type="checkbox"/> Review squadron trends. Include in brief to examinee				
	<input type="checkbox"/> Debrief immediate flying supervisor				
	<input type="checkbox"/> Complete and SIGN 8 OG Form 29/39/49/59 (as applicable) (Immediately after debrief), then file in Folder				
	<input type="checkbox"/> Notify SQ CC/DO of Q-2 or Q-3. (Reference Q-2/3 checklist in CCV)				
Squadron CCV	<input type="checkbox"/> Is additional training required? Reference Q-2/3 Checklist				
	<input type="checkbox"/> File Temporary Form 8 in Individual's FEF				
	<input type="checkbox"/> Form 8 checked for accuracy IAW FEF/Form-8 Guides				
	<input type="checkbox"/> Form 8 posted on Tracker board				
	<input type="checkbox"/> Form 8 routed for signatures in proper order (FE, Reviewer, Approval, Additional)				
	<input type="checkbox"/> PEX Update				
Final Actions	<input type="checkbox"/> Post completed Form 8 into FEF (NLT 4.5 days)				
	<input type="checkbox"/> Ensure signatures complete before last day of the 3rd Month from check date				
	<input type="checkbox"/> AF Form 942 Update				
	<input type="checkbox"/> Trendtracker Update				
REQUISITES					
<u>IN STM/QUAL</u>			<u>MSN</u>		
Instrument Test	<input type="checkbox"/>		EPE	<input type="checkbox"/>	
Open Book Test	<input type="checkbox"/>		CAPS	<input type="checkbox"/>	
Closed Book Test	<input type="checkbox"/>		Pubs Check	<input type="checkbox"/>	
EPE	<input type="checkbox"/>				
CAPS	<input type="checkbox"/>				
Pubs Check	<input type="checkbox"/>				

Attachment 12 (Added-8FW)**INITIAL FEF REVIEW LETTER**

MEMORANDUM FOR: ___ FS/FLT CC
___ FS/DO
___ FS/CC

Date

FROM: ___ FS/CCV

SUBJECT: Initial Flight Evaluation Folder (FEF) Review

1. A squadron CCV FEF review was conducted on the records of _____. The pilot's FEF is attached. Please initial the routing slip and forward to the next individual or squadron CCV.

() Instrument/Qualification evaluation valid until end of _____(month/year).

() Mission evaluation valid until end of _____(month/year).

() Evaluation due: Mission Instrument/Qualification (circle as required).

Requisites: () Instrument exam is due.
() Closed Book is due.
() Open Book is due.
() EPE is due.

() Remarks:

2. This FEF will be hand carried by squadron CCV, do not place in Base Distribution.

FS/CCV

Attachment
FEF

RECORD OF MINOR FEF DISCREPANCIES LOG

[illegible]

Attachment 14 (Added-8FW)**SAMPLE LETTER OF SUPPLEMENTARY EVALUATION NOTIFICATION**

MEMORANDUM FOR _____

Date _____

FROM: 8 OG/OGV

SUBJECT: Notification of Supplementary Evaluation

1. Under the authority of AFI 11-202V2, 8 OG/OGV will conduct a supplementary evaluation of your program/organization on _____.
2. To assist you in preparing for the evaluation, a copy of the inspection checklist and last inspection results, if available, are attached.

8 OG/OGV

Attachments:

1. Inspection Checklist
2. Last Inspection Results

SAMPLE OF TREND TRACKER SPREADSHEET

FS										
Flight Evaluations										
Type Eval	Grade					N/N	A-A	A-G	Night	TOTAL
	EQ	1	1D	2	3					
INIT RQ MSN										0
INIT INS TR/MSN										0
MSN		4	1				1	4		5
INSTW/QUAL		4								4
FE OBJ		2								2
TOTAL	0	10	1	0	0	0	1	4	0	11
						No-Notice Rate		0%		
Emergency Procedure Evaluations										
Type EPE	Grade									
	EQ	1	1D	2	3					
INIT MSN										
RQ MSN										
MSN		4	2							
INSTW/QUAL		3								
FE OBJ		1								
TOTAL	0	8	2	0	0					
Pilots Earning EQs or commendable comments:										
Name	Type Eval	Comment								
Examinee	INSTM	Commendable General Knowledge								
Examinee	SPOT	Commendable brief/debrief for DCA								
Examinee	MSN	Commendable knowledge and mission planning								
Weapon Hit/Miss										
Weapon	Valid	Emp	%							
AIM-120	4	4	100%							
AIM-9			0%							
Total	4	4	100%							
COMPLETION RATES FOR THIS MONTH										
	1st	2nd	3rd	4th	5th	6th				
CHECKRIDE			1		4					
REQUISITES			3	3	1					
TOTAL	0	0	4	3	5	0				
Downgrades EPE or Flight Eval										
Type Eval	Area/Grade		Title and Description							
Examinee	29/Q-		Minor deficiencies in G.K. and application							
Examinee	82/Q-		Minor errors during GBU-38 resulted in a miss							
Ordnance - Total Bombs										
			Hit	Miss	%					
CBU-87					0%					
Mk-82					0%					
Mk-84					0%					
GBU-10			4	0	100%					
GBU-12			4		100%					
GBU-24					0%					
GBU-31			1	1	50%					
CBU-103					0%					
GBU-38			0	1	0%					
Total			9	2	82%					
MSN (Not INIT / RQ)										
				%						
AI		2		50%						
CAS		1		25%						
XINT/ATK				0%						
A/A		1		25%						

Attachment 16 (Added-8FW)**BRIEFING ROOM REQUIRED ITEMS**

To standardize between Fighter Squadrons operating on Kunsan Air Base, the following guidelines apply to the briefing rooms:

Posted:

Divert Airfield/Local Training Area Map.

Special Interest Items posted on the briefing room door.

Training rules (on back wall opposite of primary briefing board wall preferred), in the following order (left to right):

General

Air-to-Ground

Air-to-Air

Briefing Room Binders:

UNCLASSIFIED Binder:

Aircraft common configurations:

Configuration limits.

8 FW common configurations.

Key 1-F-16CM-1-2 printouts.

SCL decoder.

EP of the Day.

Air Refueling Guidance:

Key ATP Extracts.

Key 3-3 Extracts.

Standards:

8 FW Standards.

3-1.F-16 Attachment 8, F-16 Employment Standards.

Local Range Photos:

Pil-Sung.

Jikdo.

Squadron or OGV specific information (in the following order):

AFI 11-214/PACAF Sup 1.

AFI11-2F-16V3 with applicable PACAF, 8 FW and Theater Security Package Squadron Supplements.

AFI11-202V3 with applicable PACAF, 8 FW and Theater Security Package Squadron Supplements.

8FW F-16 Pilot Training Syllabus.

Other syllabi as applicable (e.g., Fundamentals Syllabus during validity period).

CLASSIFIED Binder:
AFTTP 3-1 Shot/Kill Criteria.

Publications:

8 FW Inflight Guide.
T.O. 1(MDS)-1CL-1
T.O. 1(MDS)-34-1-1CL-1

Attachment 17 (Added-8FW)
VISITING AIRCREW CHECKLIST

RANK/NAME:		VISIT DATE(S):			
Current Copy of:	Containing:	Go:	No Go:	Verified By:	Date:
Individual Training Summary					
	Egress / Ejecting Training				
	Hanging Harness				
	Local Area Survival				
	SEPT				
	CRM				
	Water Survival				
	Combat Survival				
	Semiannual Testing				
	Current Checkride				
	Crew Position (IP/MP etc.)				
Individual Data Summary					
	Annual Physical				
	Physiological Training				
Form 1042					
Form 702					
Aeronautical Orders / AF Form 4324					
Local Currencies:					
	Annual Review of FCIF Part B/C				
	Review of FCIF Part B				
	Monthly CAPS				
	Local Area Orientation Brief (As Required)				
	Issued 8 FW IFG				
	Issued -1CL				
	Issued -34CL				
	ACCR 60-8 (P-518 only)				
	Review of Local Ch 8				
	GE-110 Brief (as req)				
	Security Clearance (JPAS)				
Flying History Report	Updated Flying Currencies	A/R	A/R		

Approved/Disapproved

OG/CC Signature: _____ Date _____

SAMPLE OF 8 OG FORM 19-1 INSTM/QUAL EPE WORKSHEET

DATE OF PEPE		EVALUATOR:	SUPERVISOR:	F-8. INITIAL/AL EMERGENCY EVALUATION WORKSHEET			
A	CRITICAL	EPEGRADE { 1 / 2 / 3 }	LATERAL/DECEP/RE/VA/\$/FEED/RE/OL GRADE				
R	REQUIRED		Q	Q-	U		
		GROUND EMERGENCY CB-CA#					
1	20.1.EMERGENCY OVERHEAD / FUEL LED						
2	20.2.GROUND FERRISS	1. JABOFF. BI. EXPOSURE - CA#3					
3	20.3.2.BEOT						
4	20.4.2.BEOT/CAUTION ON TOOTH CONTINUED						
5	20.5.EMERGENCY FUEL/CAUTION/RECOVER						
6	20.6.EMERGENCY TOOTH CONTINUED						
7	20.7.100% HANG ON TOOTH CONTINUED	1. FIGHT EMERGENCY					
8	20.8.EMERGENCY FUEL/RECOVER						
9	20.9.100% HANG ON TOOTH CONTINUED						
		GROUND EMERGENCY CB-CA#					
10	21.1.EMERGENCY FUEL/RECOVER						
11	21.2.EMERGENCY FUEL/RECOVER						
12	21.3.EMERGENCY FUEL/RECOVER						
13	21.4.EMERGENCY FUEL/RECOVER						
14	21.5.EMERGENCY FUEL/RECOVER						
15	21.6.EMERGENCY FUEL/RECOVER						
16	21.7.EMERGENCY FUEL/RECOVER						
17	21.8.EMERGENCY FUEL/RECOVER						
18	21.9.EMERGENCY FUEL/RECOVER						
19	21.10.EMERGENCY FUEL/RECOVER						
20	21.11.EMERGENCY FUEL/RECOVER						
21	21.12.EMERGENCY FUEL/RECOVER						
22	21.13.EMERGENCY FUEL/RECOVER						
23	21.14.EMERGENCY FUEL/RECOVER						
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63	21.54.EMERGENCY FUEL/RECOVER						
64	2						

8 06 FORM 19-1, APR 12 Previous edition is obsolete.

R	REQUIRE	IF BA3	GRADE
			Q Q- U
R	273. FUEL LOW		
	274. HOT FUEL OIL OR QUANTITY RED		
	275. FUEL IMBALANCE		
	276. TRAPPED EXTERNA L FUEL		
	277. ON GLE HYDRAULIC SYSTEM FAILURE		
	278. ON GLE HYDRAULIC SYSTEM BLEED		
	279. DUAL HYDRAULIC FAILURE		
	280. HYDRAULIC OVERPRESSURE		
	281. SYSTEM B AND OPERATOR FAILURE (PTO SHAFT)		
	287. MICROCOMPUTER FAILURE		
	288. TO TALING FAILURE		
	289. OXYGEN MANU FOLDING M		
	290. PRO MALFUNCTION		
	291. SMOKE DETECTORS		
	296. SMOKE DETECTOR MOUNTING/LOGS/FLAME DETECTORS SEPARATE		
	298. COOLANT PRESSURE/TEMPERATURE/LEVEL/UNIT M		
	299. COUP NOT CAUTION LIGHT		
	301.002. BLEED TO M IMMEDIATELY, TIME PERMITTING		
	304.005. BLEED TO M GREAT FLOW RETURNAL SEPARATE M		
	306. ON EXHAUST JETTOR M		
	307. BLENDING VALVE JETTOR M		
	310.001. EMERGENCY (OXYGEN MINIMUM)		
	325. CO CONTROL SENSITIVITY CHECK		
	328. FLAME DETECTING		
	311.10 HANDLE WIND NOT LOWER		
	312.10 FAILS TO EXTEND		
	313. ALTERNATE TO EXTENDING M		
	314. LANDING WITH LOG UP/UNLOCK		
	315.016. LANDING WITH A BROWN MAIN MOSQUITO		
	317. ASSUMPTIONS, STOP RESISTANCE (M)		
	318. LOG WIND GAINING FAILURE		
	319. CABLE AS RESIDENT		
	321. ANTENNA MALFUNCTIONS (LANDING)		
	GENERAL AND SITUATIONAL SPECIFIC		
R	326. AIRCRAFT GENERAL KNOWLEDGE		
R	327. USUSUAL ATTITUDE RECOVERY ES		
R1	328. AIRMAN 11-2-2. INSTRUMENTS/LIGHT PROBLEMS		
R1	329. HUD OUT/APP/DOCK		
R1	330. GYRO/HORIZON/BIAS/DOCK/INSTRUMENTS		
R1	331. ALTITUDE/DETERMINATION		

FE Signature: _____ Date: _____

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-101

INFORMAL TRENID DATA
STROKING AREA:
EPE:
FLIGHT:
MEK AREA:
EPE:
FLIGHT:

Attachment 19 (Added-8FW)

SAMPLE OF 8 OG FORM 19-2 MSN EPE WORKSHEET

F-16 INTUAL EMERGENCY EVALUATION WORKSHEET									
DATE OF EPE:		EVALUATOR:		SUPERVISOR:		LATERIFIED, CRRIFIED, WAS DERIVED			
A		CRITICAL		EPEGRADE { 1 1 1 1 3 }		GRADE			
R		REQUIRED				Q Q- U			
GROUND EMERGENCY - CAMP									
1. 201. LEAKY REFUEL COVERED / FUEL LEAK									
2. 202. SPREAD BURN'S									
3. 203. A BOMB									
4. 204. A BOMB FUNCTION ON TO TO CONTINUED									
5. 205. EXHIBIT FAILURE ON TO TO CONTINUED									
6. 206. EXHIBIT FAILURE ON TO TO CONTINUED									
7. 207. LOW THERMISTION TO AT LOW ALTITUDE									
8. 208. EXHIBIT FAILURE ON TO TO CONTINUED									
9. 209. OUT OF CONTROL RECOVERY									
10. 210. EMERGENCY REPAIR									
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8 OG FORM 19-1, APR12 Previous edition is obsolete.

R		ITEMS		GRADE	
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1. 1.65. FUEL LOW				Q Q- U	
1. 1.66. FUEL LOW				Q Q- U	
1. 1.67. FUEL LOW				Q Q- U	
1. 1.68. FUEL LOW				Q Q- U	
1. 1.69. FUEL LOW				Q Q- U	
1. 1.70. FUEL LOW				Q Q- U	
1. 1.71. FUEL LOW				Q Q- U	
1. 1.72. FUEL LOW				Q Q- U	
1. 1.73. FUEL LOW				Q Q- U	
1. 1.74. FUEL LOW				Q Q- U	
1. 1.75. FUEL LOW				Q Q- U	
1. 1.76. FUEL LOW				Q Q- U	
1. 1.77. FUEL LOW				Q Q- U	
1. 1.78. FUEL LOW				Q Q- U	
1. 1.79. FUEL LOW				Q Q- U	
1. 1.80. FUEL LOW				Q Q- U	
1. 1.81. FUEL LOW				Q Q- U	
1. 1.82. FUEL LOW				Q Q- U	
1. 1.83. FUEL LOW				Q Q- U	
1. 1.84. FUEL LOW				Q Q- U	
1. 1.85. FUEL LOW				Q Q- U	
1. 1.86. FUEL LOW				Q Q- U	
1. 1.87. FUEL LOW				Q Q- U	
1. 1.88. FUEL LOW				Q Q- U	
1. 1.89. FUEL LOW				Q Q- U	
1. 1.90. FUEL LOW				Q Q- U	
1. 1.91. FUEL LOW				Q Q- U	
1. 1.92. FUEL LOW				Q Q- U	
1. 1.93. FUEL LOW				Q Q- U	
1. 1.94. FUEL LOW				Q Q- U	
1. 1.95. FUEL LOW				Q Q- U	
1. 1.96. FUEL LOW				Q Q- U	
1. 1.97. FUEL LOW				Q Q- U	
1. 1.98. FUEL LOW				Q Q- U	
1. 1.99. FUEL LOW				Q Q- U	
1. 1.100. FUEL LOW				Q Q- U	

THIS FORM SERVES AS A TEMPORARY FORM 8

SAMPLE OF 8 OG FORM 29 INSTM/QUAL EVAL WORKSHEET

F-16 INST / QUAL EVALUATION WORKSHEET			
PILOT QUALIFICATION:		TYPE OF CHECK:	
MP / JP	INSTRUMENTAL	INSTRUMENTAL	OVERALL
NAME (PRINT, Last, First, MI, SSAN)	GRADE	GRADE	GRADE
DATE OF FLIGHT	EVALUATOR	SUPERVISOR	BD: 01 / 02 / 03
REQUIRED	AREA / TITLE	Q	U
R	CRITICAL		
R	1. MISSION PLANNING		
R	2. BRIEFING (if applicable)		
R	3. PRELIMINARY		
R	4. TAKEOFF		
R	5. FORMATION TAKEOFF (LEAD / WING)		
R	6. DEPARTURE		
R	7. LEVEL OFF		
R	8. CRUISE / NAVIGATION		
R	9. FORMATION		
R	10. INFLIGHT CHECKS		
R	11. FUEL MANAGEMENT		
R	12. COMM / TIE-UP		
R	13. AIRWORK / ADVANCED HANDLING / TACTICIAN'S		
R	14. UNUSUAL ALTITUDE RECOVERIES (Model only)		
R	15. WEAPONRY SYSTEM / BIT CHECKS		
R	16. AIR REFUELING		
R	17. DESCENT		
R	18. GO AROUND		
R	19. RECOVERY		
R	20. SEPARATE PATTERNS		
R	21. SEPARATE PATTERNS		
R	22. VER PATTERNS / APPROACH		
R	23. FORMATION APPROACH / LANDING (LEAD / WING)		
R	24. LANDING		
R	25. AFTER LANDING		
R	26. FLIGHT LEADERSHIP (if applicable)		
R	27. DEBRIEFING / CRITIQUE		
R	28. KNOWLEDGE		
R	29. AIRMANSHIP / SITUATIONAL AWARENESS		
R	30. SAFETY		
R	31. FLIGHT DISCIPLINE		
R	32. INSTRUCTOR PERFORMANCE (if applicable)		
R	33. RADAR'S COPIES / RETENTION		
R	34. TASK PRIORITIZATION		
R	35. HOLDING		
R	36. INSTRUMENT PENETRATION		
R	37. INSTRUMENT PATTERNS		
R	38. NONPRECISION APPROACH		
R	39. PRECISION APPROACH (PAP)		
R	40. PRECISION APPROACH (PAP)		
R	41. MISSED APPROACH / LANDING		
R	42. CIRCLING / DESCENT APPROACH		
R	43. INSTRUMENT CROSSCHECK		

[illegible]

Attachment 21 (Added-8FW)

SAMPLE OF 8 OG FORM 39/59 MSN/INSTR EVAL WORKSHEET

[illegible]

8 OG FORM 39/59, MAR 12 Previous edition is obsolete

[illegible][illegible]

THIS FORM SERVES AS A TEMPORARY FORM 8

Attachment 22 (Added-8FW)

SAMPLE OF 8 OG FORM 49 FLIGHT EXAMINER SPOT EVAL WORKSHEET

FE OBJECTIVITY EVALUATION REFERENCE			
TYPE AIRCRAFT <input type="checkbox"/> F-16CM		PILOT POSITION <input type="checkbox"/> EP	
TYPE OF EVALUATION NO-NOTICE <input type="checkbox"/> YES <input type="checkbox"/> NO			
NAME:		SQDN:	
		GRADE: <input type="checkbox"/> 1 <input type="checkbox"/> 3	
DATE OF EVAL:		FE:	
		FLT CC/SUPERVISOR:	
<input checked="" type="checkbox"/> REQUIRED		REF: AFI 11-202V2, PACAF SUP1(28 DEC 08)	
REQUIRED AREAS			
<input checked="" type="checkbox"/>	1. COMPLIANCE WITH STAN/EVAL DIRECTIVES (HHQ AND LOCAL)	Q	Q-
<input checked="" type="checkbox"/>	2. FLIGHT EXAMINER BRIEFING		
<input checked="" type="checkbox"/>	3. ID OF DISCREPANCIES AND ASSIGNMENT OF AREA GRADES		
<input checked="" type="checkbox"/>	4. ASSESSMENT OF OVERALL PERFORMANCE		
<input checked="" type="checkbox"/>	5. APPROPRIATE ASSIGNMENT OF ADDITIONAL TRAINING & RESTRICTIONS		
<input checked="" type="checkbox"/>	6. MISSION CRITIQUE		
<input checked="" type="checkbox"/>	7. FLIGHT / EP EVALUATION DOCUMENTATION		
<input checked="" type="checkbox"/>	8. SUPERVISOR DEBRIEFING		
<input checked="" type="checkbox"/>	9. FLIGHT EXAMINER PERFORMANCE		
WEAPONS RESULTS/SCORES:			
DISCREPANCIES/COMMENTS: <input type="checkbox"/> NONE			
RECOMMENDED ADDITIONAL TRAINING: <input type="checkbox"/> NONE			
FE SIGNATURE: _____			

SAMPLE OF 8 OG FORM 11 FLIGHT CREW INFORMATION CARD

FLIGHT CREW INFORMATION FILE CARDFLIGHT CREW INFORMATION FILE CARD